

# **LICENSED OCCUPATIONS IN NEW JERSEY**

**2007**

Jon S. Corzine  
Governor

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Commissioner



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## INTRODUCTION

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This directory of licensed occupations in New Jersey is intended to serve as a guide for the user who wishes an overview of jobs requiring that a person hold a license, registration or certificate in order to perform certain jobs.

To be able to work in some occupations, individuals must meet certain qualifications specified by a government unit. In New Jersey, law or state regulation mandates these qualifications. The process requires that applicants for the license provide documented proof of having met specific standards of education, experience, skills and other criteria. The usual reasons for licensing an occupation are to ensure the protection of the health, safety and welfare of the public by establishing standards for occupations affecting the residents of a State. As used in this publication, the term “license” may refer to state licensure, certification, or registration. The meaning of these terms varies from state-to-state and from occupation-to-occupation.

This publication only lists occupations requiring an occupational license issued by a governmental unit of the State of New Jersey. Licenses for business operations are maintained by the New Jersey Commerce and Economic Growth and Tourism Commission and can be found at [http://www.nj.gov/commerce/lic\\_overview.shtml](http://www.nj.gov/commerce/lic_overview.shtml). In addition to state licensing, some occupations require a license issued by the federal government and some by cities and towns. Professional certification, either voluntary or required, is available for many professions, usually through national certifying organizations.

There is a difference between occupational licensing and business licensing. An occupational license allows individuals to “practice” their trade anywhere in the state, whereas a business license is issued to a firm associated with a specific address, which may or may not hire employees requiring an occupational license. The title given to licenses in this book is a commonly used term for the work and may denote a range of specific job titles.

The abbreviation **NJSA** followed by a reference number refers to the portion of the Laws of New Jersey that empower an agency to issue the license. The term **NJAC** refers to the section of the State Administrative Code that contains the rules and regulations pertaining to the license.

The code following a licensed occupation title, e.g. 19-1011.00, refers to the Occupational Information Network (O\*NET) classification for the occupation. Additional information on O\*NET coding can be found at <http://online.onetcenter.org>.

This handbook does not represent all of the information on any given license; additional details and application forms should be obtained from the referenced licensing agency, as the rules, regulations and fees change frequently. Since licensing information is constantly changing, the most current requirements may be found at [www.wnjin.net/coei](http://www.wnjin.net/coei).

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## ACKNOWLEDGEMENTS

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## OCCUPATIONAL INFORMATION TOLL-FREE HOTLINE

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A service of the Center for Occupational Employment Information (COEI) is a toll-free Career Information Hotline: (800) 222-1309. The service provides information on careers, schools and related issues. ***It does not provide current job information.***

The Hotline, serving residents of New Jersey only, operates during the hours of 8:30 AM - 4:30 PM on all days that State offices are open.

Copies of this publication can be purchased for \$12.00, by check or money order made payable to the **COEI**, by writing to:

COEI  
PO Box 057  
Trenton, NJ 08625-0057  
(609) 292-2682

You may also download a copy of this publication and order form at: [www.wnjp.net/coei/publications.htm](http://www.wnjp.net/coei/publications.htm).

If you need this document in Braille or large print, call the COEI at (609) 292-2682.  
TTY users can contact the COEI through New Jersey Relay: 7-1-1.

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## ACUPUNCTURIST

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O\*NET Code: 29-1199.99

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### NATURE OF WORK

An acupuncturist inserts needles at certain points on or near the surface of the human body to prevent or modify the perception of pain or to normalize physiological functions, including pain control. This process is designed to treat certain diseases or dysfunctions of the body. Techniques include: acupressure, electro-acupuncture, mechanical stimulation and moxibustion.

License: Certified Acupuncturist  
Agency: Acupuncture Examining Board  
Legal Authority: NJSA 45:2C-1, NJAC 13:35-9

### QUALIFICATIONS

#### Education

- A Bachelor's degree plus a 3-year program of study in acupuncture.
- Sixty college credits and completion of a 4-year tutorial program under a New Jersey certified acupuncturist, or a New Jersey license to practice medicine or surgery coupled with 300 hours of acupuncture didactic and clinical experience.

#### Experience

Applicants must provide proof that he/she has accrued full-time independent practical experience consisting of at least 750 treatment sessions.

#### Age

Must be at least 21 years of age.

#### Moral Character

Affidavits from two persons unrelated to the applicant, attesting to applicant's moral character, must be submitted.

### EXAMINATION

Each applicant shall successfully complete the comprehensive written examination developed by the National Certification Commission for Acupuncture and Oriental Medicine, provided that examination is given in English, and shall pass an

oral/practical exam given by the Board, which tests the applicant's knowledge of the practice of acupuncture, human anatomy, modern sterilization techniques, storage of sterile equipment and other subjects the Board may require. The examination includes a practical test of the skills required to competently practice acupuncture and a test of the applicant's ability to communicate effectively in English. Examinations are given once a year.

### APPLICATION AND FEES

An application, on the appropriate form, along with two passport-type photographs taken within last six months prior, copy of birth certificate or passport, with proof of qualifications, must be submitted to the Board. If the applicant holds a baccalaureate degree from a school in the United States, a certified transcript must be sent to the Board directly from that institution.

#### Fees

Application .....	\$50.00
Examination, Written .....	\$350.00
Examination, Oral/Practical .....	\$225.00
License .....	\$175.00
Biennial Registration.....	\$270.00

### SOURCE OF INFORMATION

Department of Law and Public Safety  
Board of Medical Examiners  
Acupuncture Examining Board  
PO Box 46019  
Newark, NJ 07101  
(973) 273-8092

URL: <http://www.njconsumeraffairs.gov/medical/acupuncture.htm>

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## ADVANCED PRACTICE NURSE

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O\*NET Code: 29-1111.01

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### NATURE OF WORK

An advanced practice nurse may manage specific, common deviations from wellness and stabilized long-term illnesses. He or she may initiate laboratory and other diagnostic tests, plus prescribe or order medications and devices in cooperation with his or her collaborating physician. Advanced practical nurses perform all the assessment and diagnostics functions of a registered nurse.

License: Advanced Practice Nurse  
Agency: Board of Nursing  
Legal Authority: NJSA 45:11-49, NJAC 13:37

## **QUALIFICATIONS**

### **Education**

A Master's degree with an Advanced Practice Nursing Track that includes three credits or 45 hours in pharmacology.

### **Foreign Trained**

Foreign trained nurses must possess education equivalent to New Jersey requirements and be certified by a Board-approved credentialing organization for advanced practice.

### **Experience**

Must be a registered nurse.

### **Age**

Must be at least 18 years of age.

### **Continuing Education**

An advanced practice nurse must maintain records and report to the Board on the completion of 30 continuing education credits during each biennial period.

### **Credentials**

A registered professional nurse may apply for certification as a FN-CSA (Forensic Nurse – Certified Sexual Assault) upon completion of a minimum of 40 hours of training in a didactic instruction and payment of application and certification fees to the agency.

### **Endorsement**

Applicants who meet New Jersey requirements will be endorsed.

### **Reciprocity**

The Board may accept, in lieu of examination, a certification from another state that has standards similar to New Jersey.

### **Moral Character**

Licensees must notify the Board, in writing, upon the following:

- Use of alcohol or drugs which has adversely impaired nursing practice;
- Current indictment and/or conviction of a crime involving moral turpitude;
- Violation of Nurse Practice Act; and
- Voluntary license surrender or disciplinary action by any state or federal agency, board or commission.
- A criminal history background check is required.

### **Standards of Conduct**

A licensee shall not engage in sexual conduct with a client or patient with whom he or she has a client or patient-nurse relationship; and who is not engaged in psychiatric nursing and the last nursing service was rendered more than three months prior.

## **EXAMINATION**

Applicants must pass a certification examination from a credentialing organization recognized by the Board of Nursing. A nurse practitioner/clinical nurse specialist can be certified in 17 categories.

## **APPLICATION AND FEES**

A written application must be filed for the first examination offered after the applicant completes the nursing program.

### **Fees**

Application.....	\$75.00
Certification by Endorsement .....	\$175.00
Initial License (Biennial) .....	\$120.00
Criminal History Background Check.....	\$78.00

## **SOURCE OF INFORMATION**

Department of Law and Public Safety  
Division of Consumer Affairs  
Board of Nursing  
PO Box 45010  
Newark, NJ 07101  
(973) 504-6503  
URL: <http://www.njconsumeraffairs.gov/medical/nursing.htm>

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## ALCOHOL AND DRUG COUNSELOR

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O\*NET Code: 21-1011.05

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### NATURE OF WORK

An alcohol and drug counselor professionally applies alcohol and drug counseling methods, which assist an individual or group, to develop an understanding of alcohol and drug dependency problems. They define goals and plan actions reflecting the individual's or group's interests, abilities and needs as affected by alcohol and drug dependency problems.

License: Clinical/Certified Alcohol and Drug Counselor  
Agency: Department of Law and Public Safety  
Legal Authority: NJSA 45:2D, NJAC 13:34C-1 et seq.

### QUALIFICATIONS

#### Education

*Licensed Clinical Alcohol and Drug Counselor (NJAC 13:34C-2.2(b))*

Applicants must have received a Master's degree from an accredited institution of higher education with a minimum of 18 graduate semester hours in counseling or counseling related subjects.

*Certified Alcohol and Drug Counselor (NJAC 13:34C-2.3)*

Applicants must furnish evidence that he or she has received a Bachelor's degree, Associate's degree, high school diploma or certificate of high school equivalency and completed 300 hours of supervised practical training in alcohol and drug counseling distributed among all 12 core functions.

#### Experience

*Licensed Clinical Alcohol and Drug Counselor*

Must have accumulated 7,500 hours of experience in a five-year period and have met the supervision requirements for licensure.

#### *Certified Alcohol and Drug Counselor*

Must have accumulated 3,000 hours of experience in a three-year period and have completed 300 hours of supervised practical training in alcohol and drug counseling distributed among all of the 12 core functions.

In addition, the applicant must have successfully completed 30 classroom hours, including formal classroom education, workshops, seminars, institutes, and in-service training, in drug education.

#### Age

Must be at least 18 years of age.

#### Continuing Education

*Licensed Clinical Alcohol and Drug Counselors (LCADC)*

Must complete 40 contact hours of continuing education for license renewal.

*Certified Alcohol and Drug Counselors (CADC)*

Must complete 60 contact hours of continuing education for certification renewal.

#### Reciprocity

The Board, upon recommendation by the Committee, may grant a license or certification to any person, who at the time of application is licensed or certified by a governmental agency or other comparably recognized certifying authority located in another state, territory or jurisdiction, if in the opinion of the Committee, the requirements of that licensure or certification are substantially similar to the requirements of the Committee.

#### Moral Character

Every person seeking licensure or certification must undergo a Criminal History Record Background Check.

### EXAMINATION

All applicants are required to apply on a form provided by the Alcohol and Drug Counselor Committee in order to qualify for the written and oral examination conducted by APCBNJ.

## **Waiver of Examinations**

The Board may issue a license to any other health care provider licensed by the State of New Jersey, who is in good standing and diagnoses and/or treats drug or alcohol related disorders within the health care provider's scope of practice. Upon meeting the equivalent education, training, experience and Board requirements, the health care provider shall be exempt from taking the oral and written examination.

## **APPLICATION AND FEES**

A completed application must be submitted to the Committee.

### **Fees**

Application.....	\$75.00
Initial License .....	\$250.00
Certification.....	\$180.00
License Renewal.....	\$250.00
Certification Renewal.....	\$180.00
Criminal History Background Check .....	\$78.00
<i>(Payable to Sagem Morpho, Inc.)</i>	

## **SOURCE OF INFORMATION**

Department of Law and Public Safety  
Division of Consumer Affairs  
Alcohol and Drug Counselor Committee  
PO Box 45040  
Newark, NJ 07101  
(973) 504-6582  
URL: <http://www.njconsumeraffairs.gov/medical/alcdrug.htm>

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## **ANIMAL CONTROL OFFICER**

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O\*NET Code: 33-9011.00

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## **NATURE OF WORK**

An animal control officer is responsible for promoting compliance with state laws and local ordinances governing: animal control programs, rabies control, and the handling and capturing of wild and stray domestic animals.

License: Certified Animal Control Officer  
Agency: Department of Health and Senior Services  
Legal Authority: NJSA 4:19-15, NJAC 8:23-5

## **QUALIFICATIONS**

### **Education**

Applicants must pass an approved course of study of at least 45 hours or the equivalent to three credit hours offered by an accredited and approved New Jersey college or university. He or she may complete an optional Animal Cruelty Investigation course of study.

### **Age**

Must be at least 18 years of age.

## **EXAMINATION**

None

## **APPLICATION AND FEES**

A written application must be submitted to the Department of Health and Senior Services after successful completion of the course.

## **SOURCE OF INFORMATION**

Department of Health and Senior Services  
Division of Epidemiology, Environmental and Occupational Health  
Infectious and Zoonotic Diseases Program  
PO Box 369  
Trenton, NJ 08625-0369  
(609) 588-3121  
URL: <http://www.nj.gov/health/cd/izdphome.htm>

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## **ARCHITECT**

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O\*NET Code: 17-1011.00

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## **NATURE OF WORK**

These professionals render architectural services in connection with the design and construction of structures, which have as their principal purpose human habitation or use, and utilization of space within and surrounding such structures. These services include planning, providing preliminary studies, site and building designs, drawings, specifications, and administration of construction contracts.

License: Architect  
Agency: Board of Architects and  
Certified Landscape Architects  
Legal Authority: NJSA 45:3-3, NJAC 13:27-1.1

## **QUALIFICATIONS**

### **Education and Experience**

A first professional degree in architecture from a school accredited by the National Architectural Accrediting Board plus three years of acceptable work experience documented by the Intern Development Program as administered by the National Council of Architectural Registration Boards (NCARB).

### **Age**

Must be at least 18 years of age.

### **Continuing Education**

An applicant is required to complete a minimum of 24 hours of continuing education prior to the biennial renewal period.

### **Reciprocity**

Any applicant holding a valid certificate from another state, whose requirements are equal to those of New Jersey, may be issued a New Jersey certificate, without examination. A New Jersey Licensed Professional Engineer may be granted a license upon passage of the site and design divisions of the examination.

## **EXAMINATION**

Exams are given Monday to Saturday of each week. The Architect Registration Examination is administered by NCARB and consists of nine parts. It is taken on a computer.

## **APPLICATION AND FEES**

A written application, accompanied by an Intern Development Program (IDP) Council Record consisting of transcripts, work verification, references and fees, must be submitted prior to the examination date.

### **Fees**

Application ..... \$50.00  
Application, Reciprocal ..... \$75.00  
Examination ..... \$980.00

Initial License ..... \$160.00  
Biennial Registration ..... \$160.00

## **SOURCE OF INFORMATION**

Department of Law and Public Safety  
Division of Consumer Affairs  
Board of Architects and Certified Landscape Architects  
PO Box 45001  
Newark, NJ 07101  
(973) 504-6385  
URL: <http://www.njconsumeraffairs.gov/nonmedical/architects.htm>

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## **ASBESTOS EMPLOYEE**

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O\*NET Code: 47-4041.00

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## **NATURE OF WORK**

An asbestos employee is an individual who works with asbestos material. The work may involve the application, enclosure, encapsulation or removal of asbestos.

License: Asbestos Employee  
Agency: Department of Labor and  
Workforce Development  
Legal Authority: NJSA 34:5A-39, NJAC 5:16

## **QUALIFICATIONS**

### **Education**

The following training courses are required to become either an asbestos worker or an asbestos supervisor:

Asbestos Worker: ..... 28 hours  
Asbestos Supervisor: ..... 35 hours  
Annual Refresher  
Asbestos Worker: ..... 7 hours  
Supervisor: ..... 8 hours

### **Age**

Must be at least 18 years of age.

### **Reciprocity**

Reciprocity exists for workers and supervisors. Application must be made to the Department of Labor and Workforce Development along with a notarized original and refresher training completion form and working permit from the Consortium of Northeast States.

## EXAMINATION

Promissor, Inc. conducts written examinations, usually on Saturdays. A score of at least 70 is required.

## APPLICATION AND FEES

A written application must be submitted accompanied by two recent passport-size photographs and proof of training course completion.

### Fees

Annual Permit

Worker .....\$50.00

Supervisor .....\$75.00

## SOURCE OF INFORMATION

Department of Labor and Workforce Development  
Division of Public Safety and Occupational Safety  
and Health

Asbestos Control and Licensing

PO Box 949

Trenton, NJ 08625-0949

(609) 633-2159

URL: <http://www.nj.gov/labor/lsse/lsshinfo.html>

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## ASBESTOS SAFETY TECHNICIAN

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O\*NET Code: 19-4091.00

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## NATURE OF WORK

An asbestos safety technician remains on-site throughout an asbestos abatement in schools or other public buildings. He or she supervises the contractor and can issue a stop work order if the plans for the project are not being followed. In addition, technicians have extensive air testing, calibration and record-keeping duties.

License: Asbestos Safety Technician

Agency: Department of Community  
Affairs

Legal Authority: NJSA 52:27D-124, NJAC 5:23-8

## QUALIFICATIONS

### Education and Experience

- Must possess 24 college credits in academic science;
- Must complete an air-monitoring course or have six months of documented air monitoring experience;
- Must have 30 hours on-the-job training; and
- Must complete the three-day course for New Jersey Asbestos Safety Technician at the Environmental and Health Occupational Sciences Institute of Rutgers, The State University.

## EXAMINATION

Written examinations are conducted by the Environmental and Health Occupational Sciences Institute of Rutgers, The State University (Telephone: (732) 235-9450).

## APPLICATION AND FEES

A written application must be submitted, accompanied by two recent passport-size photographs, proof of air monitoring course or notarized proof of work experience, and a passing score on exam.

### Fees

Biennial Permit .....\$52.00

## SOURCE OF INFORMATION

Department of Community Affairs  
Division of Codes and Standards  
Asbestos Licensing

PO Box 816

Trenton, NJ 08625-0816

(609) 633-6224

URL: <http://www.nj.gov/dca/codes/>

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## ASSISTED LIVING ADMINISTRATOR

---

O\*NET Code: 11-9111.00

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## NATURE OF WORK

An assisted living administrator manages, directs and coordinates all activities of a licensed assisted



living residence, comprehensive personal care home, or assisted living program.

License: Assisted Living Administrator  
Agency: Department of Health and Senior Services  
Legal Authority: NJSA 26.2H-1.1, NJAC 8:36

## **QUALIFICATIONS**

### **Education**

Must possess a high school diploma or equivalent.

### **Age**

Must be at least 18 years of age.

### **Continuing Education**

Must complete a minimum of at least 10 hours of continuing education annually, regarding assisted living concepts and related topics, specified and approved by the Department of Health and Senior Services, Nursing Home Administrators Licensing Board.

### **Reciprocity**

The Department will consider persons who hold a current New Jersey license as a nursing home administrator, or are eligible to take the New Jersey Nursing Home Administrator's Licensing Examination, according to Department requirements, or those who complete an assisted living training or equivalent course approved by the Department within one year of his or her employment as administrator.

## **EXAMINATION**

Promissor, Inc. administers the examination at eight testing centers in New Jersey. Reservations for examination can be obtained by contacting Promissor, Inc. at 1-877-374-1151.

## **APPLICATION AND FEES**

A training course examination application is available from employer or training program instructor. You may also visit the Department's website at <http://www.nj.gov/health/ltc/nhalb.shtml>.

### **Fees**

All fees to be determined by the Department in conjunction with the testing agency.

## **SOURCE OF INFORMATION**

Department of Health and Senior Services  
Division of Long Term Care Systems  
PO Box 367  
Trenton, NJ 08625-0367  
(609) 633-9051  
URL: <http://www.nj.gov/health/ltc/index.shtml>

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## **ASSOCIATE COUNSELOR**

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O\*NET Code: 21-1099.99

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## **NATURE OF WORK**

An associate counselor is an individual who holds a current, valid license as a licensed associate counselor and practices counseling under the direct supervision of a licensed professional counselor or a supervisor acceptable to the Committee. Associate counselors help individuals or groups develop an understanding of interpersonal and intra-personal problems. Under the direction of a licensed professional counselor, they plan and act on a course of action to restore optimal functioning to that individual or group.

License: Licensed Associate Counselor  
Agency: Board of Marriage and Family Therapy Examiners  
Legal Authority: NJSA 45:1-3.2, 45:8B-34, NJAC 13:34-10 through 1

## **QUALIFICATIONS**

### **Education**

Must have completed a minimum of 60 graduate semester hours in a planned educational program, which includes a Master's degree or doctorate in counseling from a regionally accredited institution of higher education, of which 45 graduate semester hours are distributed in at least eight of the following areas:

1. Counseling theory and practice
2. The helping relationship
3. Human growth and development and maladaptive behavior
4. Lifestyle and career development
5. Group dynamics, processes, counseling, and consulting
6. Appraisal of individuals

7. Social and cultural foundations
8. Research and evaluation
9. The counseling profession

### **Experience**

No licensed associate counselor may practice without direct supervision by a licensed professional counselor or acceptable supervisor. Prior to any actual performance of counseling, the plan for supervision must be approved by the Board. An associate counselor must maintain documentation of supervised experience for each 50-week period until he or she is licensed as a professional counselor. An associate counselor shall not engage in practice under supervision in an area for which he or she has not had appropriate education and training.

### **Age**

Must be at least 18 years of age.

### **Moral Character**

Each applicant shall furnish evidence of good moral character.

### **Standards of Conduct**

Standards of conduct are found in the National Board of Certified Counselors (NBCC) Code of Ethics. Regulations are still being drafted which deal with continuing education and standards of conduct.

## **EXAMINATION**

Must pass the National Counselor Exam of the National Board of Certified Counselors (NBCC).

## **APPLICATION AND FEES**

Licenses shall be renewed biennially.

### **Fees**

Application .....	\$75.00
Initial License .....	\$260.00
Biennial Renewal.....	\$260.00

## **SOURCE OF INFORMATION**

Department of Law and Public Safety  
 Division of Consumer Affairs  
 Board of Marriage and Family Therapy Examiners  
 Professional Counselor Examiners Committee  
 PO Box 45044  
 Newark, NJ 07101  
 (973) 504-6582  
 URL: <http://www.njconsumeraffairs.gov/medical/familytherapy.htm>

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## **ASSOCIATE SCHOOL LIBRARY MEDIA SPECIALIST**

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O\*NET Code: 27-4011.00

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## **NATURE OF WORK**

This endorsement is required for any person assigned to serve as a school library media specialist, under the supervision of a certified school administrator, principal or supervisor. Media are defined as all print, non-print and electronic resources including the technologies needed for their use.

License: Associate School Library Media Specialist  
 Agency: Department of Education  
 Legal Authority: NJSA 18:A-6; NJAC 6:11-11.18

## **QUALIFICATIONS**

### **Education**

- A Bachelor's degree from an accredited college or university; and
- Successful completion of one of the following:
  1. A graduate curriculum approved by the Department as the basis for issuing this certificate; or
  2. An approved program of graduate studies consisting of at least 18 semester-hour credits in a coherent sequence of studies.

### **Experience**

Applicants shall be required to hold a standard New Jersey instructional certificate or complete a year-long school-based residency program in a school library media center under a provisional certificate and college-level study in educational

theory, curriculum design and integration, teaching methodology, student/learning development, and behavior management before a standard certificate is issued. A certified school administrator, principal or supervisor shall provide supervision during the applicant's provisional year.

### **Moral Character**

A criminal history background check is performed.

### **EXAMINATION**

None

### **APPLICATION AND FEES**

A written application must be filed with the Department.

### **Fees**

License ..... \$150.00

### **SOURCE OF INFORMATION**

Department of Education  
Office of Licensure and Credentials  
PO Box 500  
Trenton, NJ 08625-0500  
(609) 292-2070  
URL: <http://www.nj.gov/njded/educators/license/>

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## **ATHLETIC TRAINER**

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O\*NET Code: 29-9091.00

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### **NATURE OF WORK**

An athletic trainer is involved in the practice of physical conditioning and reconditioning of athletes and the prevention of injuries incurred by athletes, and at the direction of a physician licensed by the State of New Jersey, the application of physical treatment modalities to athletes as recommended by the Advisory Committee. All trainers employed by a school, college, university or professional sports team must be licensed.

License: Athletic Trainer  
Agency: Board of Medical Examiners  
Legal Authority: NJSA 45:9-35, NJAC 13:35-10

## **QUALIFICATIONS**

### **Education**

A high school diploma or equivalent, and graduation from an approved college or university with an athletic training curriculum approved by the National Athletic Trainers Association Board of Certification.

### **Age**

Must be at least 18 years of age.

### **Reciprocity**

A license will be issued to any applicant licensed in another state or territory whose requirements are equal to those in New Jersey.

### **Moral Character**

Must not engage in the use of narcotics or other habit-forming drugs nor be a habitual user of alcohol.

### **EXAMINATION**

The National Athletic Trainers Association Board of Certification, Inc. administers the examination five times yearly. The exams are written, practical and oral. Call (402) 559-0091 for information.

### **APPLICATION AND FEES**

A written application must be submitted.

### **Fees**

Application..... \$100.00  
Temporary License.....\$60.00  
Endorsement.....\$60.00  
Late Renewal.....\$50.00  
Biennial Renewal .....\$80.00

### **SOURCE OF INFORMATION**

Department of Law and Public Safety  
Division of Consumer Affairs  
Athletic Training Advisory Committee  
Board of Medical Examiners  
PO Box 46017  
Newark, NJ 07101  
(973) 504-6414  
URL: <http://www.njconsumeraffairs.gov/medical/athletic.htm>

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## **ATTORNEY**

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O\*NET Code: 23-1011.00

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### **NATURE OF WORK**

An attorney or lawyer advises individuals and businesses on legal matters. He or she consults with clients to determine the details of problems, advises them of the law and suggests action that may be taken. He or she studies laws, drafts legal documents and represents clients before the courts. The New Jersey Supreme Court supervises the practice of law in New Jersey.

License: Attorney at Law  
Agency: Board of Bar Examiners  
Legal Authority: New Jersey Supreme Court  
Rule 1-24-1

### **QUALIFICATIONS**

#### **Education**

A Juris Doctorate (J.D.) degree from a law school approved by the American Bar Association and completion of a practical skills and methods course.

#### **Age**

Must be at least 18 years of age.

#### **Residency**

Although residency is not required, applicants must maintain an office in the State in order to practice.

#### **Moral Character**

All applicants must undergo a criminal history background check and submit their fingerprints to the Board.

### **EXAMINATION**

Applicants must pass a two-day, written examination. Examinations are held in February and July.

### **APPLICATION AND FEES**

An applicant must file a Notice of Intention to apply for admission to the Bar, not more than five nor less than three months prior to the exam, and must file an Application for Admission at least 50 days before the exam is to be given.

### **Fees**

Application..... \$250.00

### **SOURCE OF INFORMATION**

The Supreme Court of New Jersey  
Board of Bar Examiners  
PO Box 973  
Trenton, NJ 08625-0973  
(609) 984-2111  
URL: <http://www.njbarexams.org/bar1.htm>

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## **BIO-ANALYTICAL LABORATORY DIRECTOR**

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O\*NET Code: 11-9111.01

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### **NATURE OF WORK**

A laboratory director supervises the technical work in a bio-analytical laboratory. These labs are operated primarily for the performance of chemical, microscopic, serological, parasitological, bacteriological or any other tests.

License: Bio-Analytical Laboratory  
Director  
Agency: Board of Medical Examiners  
Legal Authority: NJSA 45:9, NJAC 13:35

### **QUALIFICATIONS**

#### **Education and Experience**

The educational requirements refer to course-earned degrees in the fields of chemistry, pharmacy or the biological sciences and awarded by an educational institution approved by the Board. Years of experience means years of general bio-analytical laboratory experience in a laboratory acceptable to the Board. A person licensed by the Board to practice medicine and surgery who is also certified in the field of clinical pathology, or a person licensed by the Board to practice medicine and surgery who has had not less than three years of post-graduate bio-analytical laboratory experience in a laboratory, will meet education and experience requirements acceptable to the Board. To apply for a license applicants must meet one of the following:

- Doctorate degree plus not less than one year of experience;

- Master's degree plus not less than two years of experience; or
- Bachelor's degree plus not less than three years of experience.

### **Age**

Must be at least 21 years of age.

### **Residency**

Must be a resident of New Jersey for a least one year.

### **Moral Character**

Must not have been convicted or entered a plea of Non Vult, Nolo Contendere, or No Contest for any crime or offense characterized as a misdemeanor or high misdemeanor, or felony, nor have any such action pending.

### **EXAMINATION**

Examinations are written in English and test the applicant's ability to perform and/or supervise all phases of laboratory operation. Testing may include areas of chemistry, hematology and coagulation, clinical pathology, and microbiology. Exams are normally given in June and December of each year.

### **APPLICATION AND FEES**

Applications for the June examination must be filed by March 30<sup>th</sup> and for the December examination by September 30<sup>th</sup>. Along with the application, the applicant must submit the following:

- Birth Certificate;
- Three, 3" x 5" photographs taken within the last six months;
- Three letters of reference from laboratories employing the applicant, dated within the previous three months; and
- College transcript or diploma.

### **Fees**

Application.....	\$125.00
Examination.....	\$350.00
Initial License (includes endorsement) .....	\$390.00
Biennial Renewal.....	\$390.00

### **SOURCE OF INFORMATION**

Department of Law and Public Safety  
Division of Consumer Affairs  
Board of Medical Examiners  
PO Box 183  
Trenton, NJ 08625-0183  
(609) 826-7100  
URL: <http://www.njconsumeraffairs.gov/medical/bme.htm>

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### **BLASTER**

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O\*NET Code: 47-5031.00

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### **NATURE OF WORK**

A blaster is a person holding a valid permit to perform explosive blasting operations such as breaking up large or hard masses of material.

License: Explosives - "Permit to use"  
Agency: Department of Labor and  
Workforce Development  
Legal Authority: NJSA 21:1A-128, NJAC 12:190

### **QUALIFICATIONS**

#### **Experience**

Three months of documented experience with a licensed blaster.

#### **Age**

Must be at least 21 years of age.

#### **Moral Character**

Background check is required.

### **EXAMINATION**

There is an examination for each grade. Once applicants have passed the examination, they will be notified by mail to send in the required fee. The permit is renewable annually.

### **APPLICATION AND FEES**

Must submit a notarized authorization for release of information and an application for use of explosives along with:

- Two fingerprint cards;
- Two photographs;
- Two character references;
- Two business or experience references;

- Date and place of birth; and
- Résumé of experience in the use of explosives.

### **Fees**

#### *Permits*

(S6-S1).....	\$75.00 to \$200.00
(Q6-Q1) .....	\$75.00 to \$200.00
(U,D,A).....	\$200.00
(H) .....	\$100.00

### **SOURCE OF INFORMATION**

Department of Labor and Workforce Development  
 Division of Labor Standards and Safety  
 Enforcement  
 Office of Public Safety Compliance  
 PO Box 386  
 Trenton, NJ 08625-0386  
 (609) 292-5626  
 URL: <http://www.nj.gov/labor/lssc/lspform.html>

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## **BOILER OPERATOR – BLACK SEAL**

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O\*NET Code: 51-8021.00

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### **NATURE OF WORK**

A boiler operator, sometimes called a fireman, tends a stationary, high or low pressure, steam-generating boiler. The class of license available is based on the pressure generated and whether or not the operator is in-charge.

License: Boiler Operator, Black Seal  
 (Pressure), In Charge  
 Agency: Department of Labor and  
 Workforce Development  
 Legal Authority: NJSA 34:7, NJAC 12:90

### **QUALIFICATIONS**

#### **Education and Experience**

##### *Low Pressure*

Three months experience as a helper, apprentice or assistant to a licensed operator or intensive training for 30 full working days by a licensed operator.

##### *High Pressure*

Three months experience as a helper, apprentice or assistant to a licensed operator, or six weeks of experience during which intensive training was given by a licensed operator. The chief engineer must provide verification of training. If the applicant has six months experience as a low-pressure boiler operator only 30 days of intensive training is required.

##### *Special*

For boilers up to and including 6HP-100HP, 30 days experience is required.



##### **Age**

Must be at least 18 years of age.

### **EXAMINATION**

Examinations are held in Trenton and other places, as called. A score of at least 65% on High Pressure and Low Pressure and 60% on Special is required. The examination consists of questions on the safe operation of equipment.

### **APPLICATION AND FEES**

Applications must be typed or neatly and legibly printed in ink and must be notarized.

#### **Fees**

Application.....	\$100.00
Original Examination .....	\$100.00
Raise of Grade or Additional Classification	\$80.00
One-Year Renewal .....	\$40.00
Three-Year Renewal .....	\$80.00

## SOURCE OF INFORMATION

Department of Labor and Workforce Development  
Bureau of Boiler and Pressure Vessel Compliance  
PO Box 392  
Trenton, NJ 08625-0392  
(609) 292-2345  
URL: <http://www.nj.gov/labor/lsse/lspssform.html>

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## BOXER

O\*NET Code: 27-2021.00

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### NATURE OF WORK

A boxer, prizefighter, mixed martial artist, kick boxer or extreme wrestler, is a professional athlete who is trained and participates in the sport of boxing and also wrestling, in supervised matches for wages or other compensation. Boxers are classified according to their weight.

License: Boxer  
Agency: State Athletic Control Board  
Legal Authority: NJSA 5:2A, NJAC 13:46

### QUALIFICATIONS

#### Age

The Commissioner shall license no applicant who is under the age of 18 unless waived by the Commissioner.

#### Residency

A professional boxer, prizefighter, mixed martial artist, kick boxer or extreme wrestler, who is not a resident of New Jersey, may not be booked or scheduled to appear in any contest unless the boxer has a current license from the state of legal residence, or other appropriate governmental jurisdiction, or if the Commissioner waives this provision.

#### Moral Character

A license of any boxer, prizefighter, mixed martial artist, kick boxer or extreme wrestler shall be suspended for an arrest or revoked on a conviction of any offense in this or any other jurisdiction which would be under New Jersey law a crime of moral turpitude or any other offense which indicates that licensure would be inimical to the conduct of the sport of boxing in this State. The

Board, for the same reason, shall deny an application for a license or renewal.

### EXAMINATION

Applicants must undergo the following tests and exams prior to the event:

- CT/Brain Scan, within 14 days;
- HIV Test, within 30 days;
- Hepatitis B & C, within 14 days;
- Serum Pregnancy, within 30 days, women;
- Electrocardiogram, within 30 days;
- Gynecological and Breast Exam, annual, women;
- Blood-Bleeding and Coagulation Time, within 30 days;
- Urinalysis, within 30 days; and
- Physical Exam and Medical History, within 30 days.
- Completion of a Communicable Bodily Fluid Virus High-Risk Questionnaire no earlier than 180 days prior to participation in each scheduled competition.

### APPLICATION AND FEES

Applications must be submitted to the Board, accompanied by two passport-size photographs (three photographs for New Jersey residents). Also, the required medical examination forms must accompany the written application.

#### Fees

License .....\$25.00

### SOURCE OF INFORMATION

Department of Law and Public Safety  
Athletic Control Board  
PO Box 180  
Trenton, NJ 08625-0180  
(609) 292-0317  
URL: <http://www.nj.gov/lps/sacb/licensing.html>

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## BOXING MANAGER

O\*NET Code: 13-1011.00

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### NATURE OF WORK

A boxing (mixed martial artist, kick boxing, extreme wrestling) manager directs the affairs of

these athletes by negotiating with promoters for scheduled fights and supervises these professionals.

License: Boxing Manager  
Agency: State Athletic Control Board  
Legal Authority: NJSA 5:2A, NJAC 13:46

## **QUALIFICATIONS**

### **Experience**

To be licensed as a manager, an applicant must indicate to the satisfaction of the Commissioner that he or she is able to work with the boxer(s) being managed and to protect their interests and safety. Managers must be conversant with the rules and regulations of the Board.

### **Age**

There is no age requirement, however, an individual must be at least 18 years of age to sign a contract.

### **Moral Character**

The license of any manager shall be suspended for an arrest or revoked on a conviction of any offense in this or any other jurisdiction which would be under New Jersey law a crime of moral turpitude or any other offense which indicates that licensure would be inimical to the conduct of the sport of boxing in New Jersey. The Board for the same reasons thereof shall deny an application for a license or renewal.

## **EXAMINATION**

None

## **APPLICATION AND FEES**

Applications must be submitted to the Board accompanied by two passport-size photographs. Copies of most current tax returns must also be submitted.

### **Fees**

License.....\$25.00

## **SOURCE OF INFORMATION**

Department of Law and Public Safety  
Athletic Control Board  
PO Box 180  
Trenton, NJ 08625-0180  
(609) 292-0317  
URL: <http://www.nj.gov/lps/sacb/licensing.html>

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## **BUILDING INSPECTOR**

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O\*NET Code: 47-4011.00

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## **NATURE OF WORK**

A building inspector is employed by a unit of government, or an approved third party agency, to carry out field inspections and plan review work in accordance with the State Uniform Construction Code. Licenses are issued based upon the class of structure to be reviewed, Residential and Small Commercial (RCS), Industrial and Commercial (ICS), and High-rise Hazardous Structures (HHS). The following information describes the requirements for the RCS level only, as it is the entry-level license. For more details on the RCS, ICS or HHS levels contact the Department.

License: Building Inspector RCS  
Agency: Department of Community Affairs  
Legal Authority: NJSA 52:27D-119, NJAC 5:23-1

## **QUALIFICATIONS**

### **Education**

- Possession of a current New Jersey license to practice as an architect or engineer at the time of application;
- Graduation from an accredited institution of higher education with a Bachelor's degree in architecture or architectural technology, engineering or engineering technology, or in any other major area of study significantly related to building construction;
- Possession of an Associate's degree in code enforcement from an accredited institution of higher education; or successful completion of the Building Inspector-RCS approved course.



## **Experience**

- Three years of experience in construction, design or supervision is required if the educational requirement is not met. The experience will be as:
  - A journeyman in a skilled trade currently regulated by the building subcode;
  - A construction contractor in a field of construction currently regulated by the building subcode; or
  - A building or housing inspector.

The above three categories of experience must be combined to add up to the required total of three years.

## **Continuing Education**

The Barrier Free Subcode seminar is required for renewal.

## **Additional Certification**

A person may apply for and be certified in the following specialties:

- Structural Steel and Welding Special Inspector
- Concrete Special Inspector
- Structural Masonry Special Inspector
- Sprayed-Applied Fireproofing Special Inspector
- Exterior Insulation Finish System Inspector

Please contact the Department concerning requirements for certification.

## **EXAMINATION**

Successful completion of the test module 1A of the National Certification Program for Construction Code Inspectors at the time of application for licensure or within three years prior to the date of said application.

## **APPLICATION AND FEES**

A written application must be submitted to the Department.

### **Fees**

Initial Application..... \$65.00  
Three-Year Renewal ..... \$65.00

## **SOURCE OF INFORMATION**

Department of Community Affairs  
Division of Codes and Standards  
Bureau of Code Services  
PO Box 816  
Trenton, NJ 08625-0816  
(609) 984-7834  
URL: <http://www.nj.gov/dca/codes/>

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## **BURGLAR ALARM MECHANIC**

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O\*NET Code: 49-2098.00

## **NATURE OF WORK**

A burglar alarm mechanic installs, services or maintains burglar alarms and electronic security systems, or monitors or responds to alarm signals.

License: Burglar Alarm Mechanic  
Agency: Department of Law and Public Safety  
Legal Authority: NJSA 45:5A-1 et seq., NJAC 13:31A

## **QUALIFICATIONS**

### **Education**

- Must have a high school diploma or equivalency certificate.
- Successful completion of the burglar alarm or fire alarm examination.

### **Grandfathering**

Any person who has been engaged in the burglar alarm or fire alarm business for at least one year prior to March 15, 2004 shall not be required to submit evidence of successful completion of the alarm examination provided for in NJAC 13:31A-3 or the 40 hours of technical training required.

### **Experience**

- At least four years of practical hands-on experience, which shall include a minimum of 6,720 hours working with tools in the installation, alteration, or repair of wiring for fire alarms, burglar alarms, and/or electronic security systems and proof that the applicant has completed 80 hours of technical courses applicable to the field in which the applicant is seeking licensure;

- Proof of having earned a bachelors degree in electrical engineering and having completed one year of practical hands-on experience, which shall include a minimum of 1,680 hours; or
- Proof of having completed a minimum of a one-year course in the study of trade-related electronics at a technical school and having completed three years of practical hands-on experience, which shall include a minimum of 5,040 hours.

### **Continuing Education**

Each applicant for triennial license renewal shall complete during the preceding triennial period a minimum of 36 credits of continuing education.

### **Reciprocity**

An applicant holding a valid registration, certification, or license from another state or political subdivision with substantially equal or greater requirements to those of New Jersey, may be issued a license without examination.

### **Moral Character**

Must be of good moral character pursuant to NJSA 45:5A-27. The applicant must not have been convicted of a crime of the first, second or third degree within 10 years prior to the filing of the application for licensure.

### **EXAMINATION**

All applicants for a license to engage in the burglar alarm business shall obtain a passing score on the burglar alarm examination. Those taking the examination for the first time shall be required to take all sections of the examination. Contact the Committee for waiver of examination requirements.

### **APPLICATION AND FEES**

Application for licensure must be in writing and include two, full-face passport-size photographs of the applicant. Applicants must also provide a criminal history and fingerprints in such manner as directed by the Division of Consumer Affairs.

### **Fees**

Initial Application .....	\$150.00
Initial License .....	\$120.00
Triennial Renewal.....	\$120.00

### **SOURCE OF INFORMATION**

Department of Law and Public Safety  
 Division of Consumer Affairs  
 Burglar Alarm, Fire Alarm, and Locksmithing  
 Advisory Committee  
 PO Box 45042  
 Newark, NJ 07101  
 (973) 504-6245  
 URL: <http://www.njconsumeraffairs.gov/nonmedical/firealarm.htm>

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### **BUS DRIVER**

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O\*NET Code: 53-3021.00

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### **NATURE OF WORK**

A bus driver transports passengers over highway, city and suburban streets. Under the federal standards, anyone who operates a bus, including school buses, are subject to commercial driver licensing requirements.

License: Commercial Driver  
 Agency: Motor Vehicle Commission  
 Legal Authority: NJSA 39:3-10, 39:3-10.1, 39:5-30, NJAC 13.21-14.5

### **QUALIFICATIONS**

#### **Experience**

Must have three years driving experience, a valid New Jersey driver's license and comply with all New Jersey Commercial Motor Vehicle rules.

#### **Age**

Must be at least 21 years of age.

### **Moral Character**

A mandatory urine test is required. Federal Department of Transportation medical forms must be submitted every two years. Drivers may be subject to random drug testing. Applicants planning to operate school buses must undergo both a federal background check and a state criminal background investigation.

### **EXAMINATION**

The written examination is English or Spanish, but applicant must identify six English highway signs. Drivers of a bus designed to transport more than 15 passengers and exceeding 26,000 pounds must have a Class B license. This requires both the written and road tests. Drivers of a bus designed to transport less than 15 passengers and less than 26,000 pounds must have a Class C license for which only the written test is required. Class B drivers also qualify to drive Class C vehicles, provided they have the proper endorsements. Must have good hearing, 20/40 vision (corrected) and recognize red, green and amber colors. A complete physical is also required.

### **Bus Driver Endorsements**

- Passenger Endorsement - For operators of all buses used to transport passengers.
- Hazardous Material - Needed for bus operators who may drive a bus that must be placarded for hazardous material.
- Air Brakes - Driver must be qualified to operate vehicles equipped with air brakes. A federally mandated road test is required.

### **APPLICATION AND FEES**

Application must be submitted 90 days in advance of examination.

#### **Fees**

Examination.....	\$35.00
Basic License .....	\$24.00
Four-Year Registration .....	\$42.00
Fingerprint Processing	
State .....	\$54.00
State and Federal .....	\$78.00

### **SOURCE OF INFORMATION**

Motor Vehicle Commission  
CDL Unit  
PO Box 685  
225 East State Street  
Trenton, NJ 08666  
(609) 292-7500  
URL: <http://www.nj.gov/mvc/Commercial/>

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### **CAREER CONSULTANT**

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O\*NET Code: 11-1021.00

### **NATURE OF WORK**

A career consultant provides individuals with advice, recommendation, and assistance concerning employment and compensation.

License: Career Consultant/Outplacement Agent  
Agency: Department of Law and Public Safety  
Legal Authority: NJSA 34:8, NJAC 13:45B

### **QUALIFICATIONS**

None

### **EXAMINATION**

None

### **APPLICATION AND FEES**

A written application accompanied by affidavits from two citizens of New Jersey who have known the applicant for at least one year, and attest to his or her good moral character, must be submitted.

#### **Fees**

License .....\$25.00

### **SOURCE OF INFORMATION**

Department of Law and Public Safety  
Division of Consumer Affairs  
Regulated Business Section  
PO Box 45028  
Newark, NJ 07101  
(973) 504-6370  
URL: <http://www.njconsumeraffairs.gov/ocp/regulate.htm>

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## **CAREER COUNSELOR**

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O\*NET Code: 21-1012.00

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### **NATURE OF WORK**

A career counselor provides the following services for a fee, paid by the job seeker: career counseling, vocational guidance, aptitude, achievement or vocational testing, executive consulting, personnel consulting, career management, evaluation, or planning, the development of resumes and other promotional materials relating to the preparation for employment, or referral services relating to employment or employment qualifications.

License: Career Counselor Agent  
Agency: Department of Law and Public Safety  
Legal Authority: NJSA 34:8-47, NJAC 13:45B-4.5

### **QUALIFICATIONS**

#### **Education**

Must hold a graduate degree in counseling or in a related professional field that will ensure adequate and efficient service to clients.

#### **Experience**

Must have at least one year of career counseling experience under the supervision of a certified or licensed career counselor.

#### **Moral Character**

Affidavits must be submitted from at least two New Jersey citizens who have known the applicant for at least five years. These must attest to the applicant's good moral character. In addition, a disclosure statement as to whether the applicant has ever been convicted of any crime as defined in N.J.S.A. 38:8-44a (1), (2), (3) and the nature of that crime must be submitted.

### **EXAMINATION**

All applicants must pass the career counseling examination administered by the Department.

### **APPLICATION AND FEES**

A written application and a bond in the amount of \$10,000, payable to the State of New Jersey, must be submitted.

### **Fees**

Examination (Agent)..... \$25.00  
License (Agent)..... \$25.00  
License (Agency)..... \$250.00

### **SOURCE OF INFORMATION**

Department of Law and Public Safety  
Division of Consumer Affairs  
Regulated Business Section  
PO Box 45028  
Newark, NJ 07101  
(973) 504-6370  
URL: <http://www.njconsumeraffairs.gov/ocp/regulate.htm>

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## **CASINO EMPLOYEE**

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O\*NET Code: 39-3011.00

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### **NATURE OF WORK**

A casino employee is an individual employed by a casino licensee to perform various functions relating to casino or simulcasting operations, or duties that predominately involve the maintenance or operation of gaming activity or equipment, or who regularly work in a restricted casino area. Examples of such positions include, but are not limited to: Accountant/Auditor; Boxperson; Slot Mechanic; Junket Representative; and Dealer.

License: Casino Employee  
Agency: Casino Control Commission  
Legal Authority: NJSA 5:12-90, NJAC 19:41-1.2

### **QUALIFICATIONS**

#### **Education and Experience**

Each casino licensee now establishes its own requirements for education, experience and training.

#### **Age**

Must be at least 18 years of age.

#### **Residency**

Must be a resident of New Jersey at the time the employee license is issued, unless the employing casino licensee has been granted a waiver by the Commission.

## **EXAMINATION**

None

## **APPLICATION AND FEES**

One original and one copy of a Personal History Disclosure Form 2A must be submitted to the Commission.

### **Fees**

Four-Year Initial License..... \$350.00  
Five-Year Renewal ..... \$250.00

## **SOURCE OF INFORMATION**

Casino Control Commission  
Licensing Division  
Arcade Building  
Tennessee Avenue and Boardwalk  
Atlantic City, NJ 08401  
(609) 441-3200  
URL: <http://www.nj.gov/casinos/licens/info/>

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## **CASINO KEY EMPLOYEE**

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O\*NET Code: 11-9011.00

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## **NATURE OF WORK**

A casino key employee is an individual employed by a casino licensee to perform supervisory and/or simulcasting operations or who has the authority to develop or administer policy or long-range plans or to make discretionary decisions which regulate casino, simulcast facility or hotel operations. Examples of such positions include, but are not limited to the following: Audit Department Executive, Pit Boss, Casino Manager, Keno Manager, Chief Slot Mechanic and Controller.

License: Casino Key Employee  
Agency: Casino Control Commission  
Legal Authority: NJSA 5:12-89, NJAC 19:41-1.1

## **QUALIFICATIONS**

### **Education and Experience**

Each casino licensee now establishes its own requirements for education, experience and training.

## **Age**

Must be at least 18 years of age.

## **Residency**

Must be a resident of New Jersey at the time the employee license is issued unless the employing casino licensee has been given a waiver by the Commission.

## **EXAMINATION**

None

## **APPLICATION AND FEES**

One original and one copy of a Personal History Disclosure Form 1, application 1B or 1A (if an individual is required to be qualified as an officer of the casino licensee), must be submitted to the Commission.

### **Fees**

The application and four-year license fee is a minimum of \$750.00 and a maximum investigation fee of \$4,000.00. The five-year renewal fee is \$750.00.

## **SOURCE OF INFORMATION**

Casino Control Commission  
Licensing Division  
Arcade Building  
Tennessee Avenue and Boardwalk  
Atlantic City, NJ 08401  
(609) 441-3200  
URL: <http://www.nj.gov/casinos/licens/info/>

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## **CASINO SERVICE EMPLOYEE**

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O\*NET Code: 39-3011.01

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## **NATURE OF WORK**

A casino service employee is employed to perform services or duties in a casino, casino simulcasting facility or restricted casino areas, but who is not included within the description of casino employee or casino key employee. Examples of such positions include, but are not limited to: Bartender, Casino Porter, Cocktail Server, Heavy Duty Cleaning Specialist, Mail Runner and Painter/Paperhanger.

License: Casino Service Employee  
Agency: Casino Control Commission  
Legal Authority: NJSA 5:12-91, NJAC 19:41-1.3

## **QUALIFICATIONS**

### **Education and Experience**

Each casino licensee now establishes its own requirements in education, experience and training.

### **Age**

Must be at least 16 years of age with working papers.

### **Residency**

New Jersey residency is not required.

## **EXAMINATION**

None

## **APPLICATION AND FEES**

One original and one copy of a Personal History Disclosure Form 4A must be submitted to the Commission and the employing casino licensee must petition for registration.

### **Fees**

Application/Registration.....\$60.00

## **SOURCE OF INFORMATION**

Casino Control Commission  
Licensing Division  
Arcade Building  
Tennessee Avenue and Boardwalk  
Atlantic City, NJ 08401  
(609) 441-3200  
URL: <http://www.nj.gov/casinos/licens/info/>

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## **CEMETERY SALESPERSON**

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O\*NET Code: 41-3099.00

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## **NATURE OF WORK**

A cemetery salesperson is an individual who sells or solicits the sale of, or who expects to sell or solicit the sale of cemetery lots, mausoleum spaces, or interment goods or materials supplied by a cemetery company. No person may act as a

cemetery salesperson unless he or she holds a valid license issued by the Board or is an officer, superintendent or manager of the cemetery company.

License: Cemetery Salesperson  
Agency: New Jersey Cemetery Board  
Legal Authority: NJSA 8A:1, NJAC 3:41

## **QUALIFICATIONS**

### **Age**

Must be at least 21 years of age.

### **Temporary License**

The Board may issue a temporary license to an applicant until the Board has received the results of the criminal history investigation. The temporary license shall be valid for 45 days.

### **Residency**

For applicants who reside outside of New Jersey, a completed designation of agent form and a completed child support questionnaire must be submitted, along with their application.

### **Moral Character**

Applicants shall not have been convicted of crime involving moral turpitude.

## **EXAMINATION**

None

## **APPLICATION AND FEES**

All applicants must submit a written application along with a passport size face photograph taken within the last year and a Board supplied, completed criminal history investigation form and fingerprint card.

### **Fees**

Application.....\$35.00  
Temporary License .....\$5.00  
Initial License .....\$75.00

## SOURCE OF INFORMATION

Department of Law and Public Safety  
Division of Consumer Affairs  
Cemetery Board  
PO Box 45036  
Newark, NJ 07101  
(973) 504-6553  
URL: <http://www.njconsumeraffairs.gov/nonmedical/cemetery.htm>

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## CERTIFIED PUBLIC ACCOUNTANT

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O\*NET Code: 13-2011.00

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### NATURE OF WORK

An accountant sets-up, maintains and studies financial records for individuals and businesses. Accountants give advice on money matters and prepare financial statements and reports. Some develop estate plans, budgets and entire accounting systems.

License: Certified Public Accountant  
Agency: Board of Accountancy  
Legal Authority: NJSA 45:2B, NJAC 13:29

### QUALIFICATIONS

#### Education

An applicant for original examination shall have completed at least 150 hours of education, including a baccalaureate or higher degree.\* The educational requirement is satisfied if, as part of the 150 semester hours of education, the applicant meets any one of the following four conditions:

1. A graduate degree with a concentration in accounting from an accounting program or department which has been granted level three accreditation by the American Assembly of Collegiate Schools of Business (AACSB), the Association of Collegiate Business Schools and Programs (ACBSP) or any other national accreditation agency with standards that are substantially similar to the standards utilized by them.
2. A graduate degree from a business school or college of business which has been granted level two accreditation by standards that are substantially similar to the standards utilized

by the AACSB, ACBSP or any other national accreditation agency recognized by the Board. An applicant may complete an equivalent combination of undergraduate and graduate level coursework based upon a 3:2 ratio such that three credit hours at the undergraduate level are equivalent to two credit hours at the graduate level.

3. A Bachelor's degree from a business school or college of business, which has been granted level two accreditation by AACSB, ACBSP or any other national accreditation agency with standards that are substantially similar to the standards utilized by the ACBSP.
4. A Bachelor's or higher degree from an educational institution which has been granted level one accreditation from the Middle States Association of Colleges and Schools, New Jersey Commission on Higher Education or any other regional accrediting agency with standards utilized by the Middle States Association of Colleges and Schools or the Commission on Higher Education.

\* *The 150 semester hours of education requirements shall not apply to an applicant who obtained a baccalaureate degree or its equivalent prior to July 1, 2000 and was qualified for licensure prior to such date.*

#### Experience

One year of intensive and diversified experience in the practice of public accounting or its equivalent under the supervision of a Board licensee. Experience shall be based on a minimum of 35 hours per week. Part-time experience shall be considered equivalent if acquired within two consecutive years and in no less than the same amount of hours required for full time experience.

In lieu of the experience required above, the Board shall accept four or more years of experience obtained prior to April 6, 1998, working in government, industry or education without the supervision of a licensed public accountant or a certified public accountant. The Board shall accept such experience until April 6, 2004, or the Board shall accept four or more years of experience obtained by an applicant.

### **Age**

Must be at least 18 years of age.

### **Residency**

An applicant must:

- Be a resident of New Jersey;
- Maintain an office in New Jersey for the regular practice of public accounting; or
- Be employed by a firm doing business as a Certified Public Accountant in New Jersey.

### **Continuing Education**

A total of 120 hours of approved continuing education is required during the three years preceding application for license renewal. Of the 120 credit hours, 72 must be in technical subjects and the balance can be in self-improvement subjects such as communication skills, supervision, and management, but not marketing.

### **Reciprocity**

An applicant holding a valid CPA certificate from another state or political subdivision, with substantially equivalent requirements to New Jersey, may be issued a certificate, without examination.

### **EXAMINATION**

Examinations are in writing. They are held on two consecutive days in May and November of each year. Exams are prepared by the American Institute of Certified Public Accountants. To pass, an applicant must receive a minimum score of 75 in each of four sections. The average of failed portions of the exam must be 50%. The Board will grant credit for subjects passed on the same exam given in another state.

### **APPLICATION AND FEES**

Applications for original examination shall be accompanied by a full-face passport-size photograph, front view without hat, taken within 30 days prior to filing, and an evaluation of education credentials from CPA Examination Services. Applications shall be filed on or before February 1<sup>st</sup> for the May examination, and on or before August 15<sup>th</sup> for the November examination.

### **Fees**

Application.....	\$75.00
Examination	
1 <sup>st</sup> Time.....	\$315.00
Repeat Four Parts .....	\$210.00
Repeat Two Parts.....	\$180.00
Repeat One Part.....	\$165.00

### **SOURCE OF INFORMATION**

Department of Law and Public Safety  
Division of Consumer Affairs  
Board of Accountancy  
PO Box 45000  
Newark, NJ 07101  
(973) 504-6380  
URL: <http://www.njconsumeraffairs.gov/nonmedical/accountant.htm>

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## **CHEST RADIOLOGIC TECHNOLOGIST**

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O\*NET Code: 29-2034.03

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### **NATURE OF WORK**

Under the supervision of a New Jersey licensed physician, a radiologic technologist's practice is limited to x-ray procedures of the chest for diagnostic purposes. Procedures not included in this practice are mammography, fluoroscopy and computerized tomography.

License: Chest Radiologic Technologist  
Agency: Department of Environmental Protection  
Legal Authority: NJSA 26:2D-24 et seq., NJAC 7:28-19 et seq.

### **QUALIFICATIONS**

#### **Education**

- Successful completion of a four-year course of study in a high school approved by the New Jersey Department of Education; and
- Satisfactory completion of a 350-hour course of study in chest radiography as approved by the Board, or its equivalent, as determined by the Board.

#### **Age**

Must be at least 18 years of age.



### **Exemptions**

New Jersey licensed physicians and New Jersey licensed diagnostic radiologic technologists.

### **Internship**

Students must be enrolled and attending a Board-approved school and acting in a Board-approved clinical facility. Supervision must be in accordance.

### **Reciprocity**

The Board may issue a license to an applicant who has met the above qualifications and has passed a Board-approved examination or an equivalent examination, as determined by the Board.

### **Moral Character**

Must be of good moral character, as determined by the Board.

## **EXAMINATION**

Applicants must pass a diagnostic radiologic technologist test approved by the Radiologic Technology Board of Examiners, with a minimum score of 75 percent. The examination is only offered via computer and can be taken at one of over 200 centers across the country.

## **APPLICATION AND FEES**

A notarized application must be submitted. Application forms can be downloaded from the website.

### **Fees**

Examination.....	\$60.00
Biennial Renewal.....	\$50.00
License Application.....	\$40.00

## **SOURCE OF INFORMATION**

Department of Environmental Protection  
Division of Environmental Safety and Health  
Bureau of Radiological Health  
PO Box 415  
Trenton, NJ 08625-0415  
(609) 984-5890  
URL: <http://www.nj.gov/dep/rpp/tec/index.htm>

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# **CHIROPRACTOR**

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O\*NET Code: 29-1011.00

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## **NATURE OF WORK**

A chiropractor, sometimes called a Doctor of Chiropractic or Chiropractic Physician, is an individual who treats patients by manually manipulating the spinal column and other parts of the body. He or she may perform diagnostic or analytical tests consistent with chiropractic practice.

License: Chiropractor  
Agency: Board of Chiropractic  
Examiners

Legal Authority: NJSA 45:9, NJAC 13:44E-1

## **QUALIFICATIONS**

### **Education**

- Graduation from a accredited high school or its equivalent;
- Two years of study in a school or college of arts and sciences, at least one and one-half years of which shall be completed prior to starting a course of study in an approved school of chiropractic; and
- Graduation from a Board-approved school of chiropractic with a Doctor of Chiropractic degree.

### **Age**

Must be at least 21 years of age.

### **Endorsement**

An applicant licensed in another state who seeks licensure by endorsement shall successfully pass the written jurisprudence examination administered by the New Jersey State Board of Chiropractic Examiners.

### **Moral Character**

All applicants must undergo a criminal history background check. A licensee shall not engage in sexual contact with a patient with whom he or she has had a patient-chiropractor relationship.

## EXAMINATION

A candidate shall successfully pass Parts I, II, III and IV of the National Board of Chiropractic Examiners written jurisprudence examination. The Board shall hold the New Jersey Board of Chiropractic Examiners Jurisprudence Examination no less than twice per year at a date, time, and place designated by the Board.

## APPLICATION AND FEES

All applicants must first file an application for the Chiropractic Qualifying Certificate with the New Jersey Department of Education. This application verifies pre-chiropractic education and must be accompanied by an official college transcript certifying a minimum of 60 credits. Applicants must then file an application for Chiropractic Examination or Endorsement. This application must be accompanied by the following:

- Chiropractic school transcripts and National Board transcripts;
- Chiropractic Qualifying Certificate;
- One recent 2" x 2" photograph;
- A completed, signed and notarized application;
- Reciprocal State(s) license, if applicable; and
- Documentation of Legal name change if necessary and/or applicable.

### Fees

Academic Qualifying Certificate.....	\$30.00
Application.....	\$125.00
Endorsement.....	\$75.00
Biennial Renewal.....	\$350.00

## SOURCE OF INFORMATION

Department of Law and Public Safety  
Division of Consumer Affairs

Board of Chiropractic Examiners

PO Box 45004

Newark, NJ 07101

(973) 504-6395

URL: <http://www.njconsumeraffairs.gov/medical/chiropractic.htm>

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## CONSTRUCTION OFFICIAL

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O\*NET Code: 47-4011.01

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## NATURE OF WORK

A construction official is the chief administrator for all activities covered by the State Uniform Construction Code. He or she is normally employed by a unit of government or an approved third party.

License: Construction Official  
Agency: Department of Community  
Affairs

Legal Authority: NJSA 52:27D-119, NJAC 5:23-1

## QUALIFICATIONS

### Education

- Graduation from an accredited institution of higher education with an Associate's or Bachelor's degree in a major area of study in, or significantly related to, building construction; and
- Successful completion of the construction official approved course. Originals of the appropriate successfully completed approved course certificates must be submitted at the time of application, or within 18 months after the date of application. Courses completed beyond five years prior to the time of application for licensure are not valid.

The course requirements are waived for all those persons who possess a Bachelor's degree in Architecture or Architectural Technology, or in Engineering or Engineering Technology, or in any other major area of study significantly related to building construction, or who possess a current NJ Registration/License as an Architect or Professional Engineer.

### Experience

Possession of the Subcode Official license is a prerequisite for award of a Construction Official license. Licensed Fire Subcode Officials must provide proof of additional experience.

All proof of experience must be notarized and submitted with the application.

A specified number of years of acceptable experience is required in addition to the education. Contact the Bureau of Code Services for specific details.

### **Provisional License**

A provisional construction official license will be issued on a one-time basis to any otherwise qualified person provided such person is licensed as a subcode official, and pending completion of the construction official approved course within 24 months of award of the provisional license.

### **EXAMINATION**

Contact Bureau of Code Services.

### **APPLICATION AND FEES**

Official college transcripts from the educational institutions are required for proof of education. When submitting an application and non-refundable fee for licensure, all necessary requirements for the license have to be completed within 18 months, otherwise the application shall be deemed abandoned for any license request that remains incomplete, and a new application and fee shall be required to be considered for a license.

#### **Fees**

Application ..... \$35.00

If applying for a subcode official license at the same time, an additional application fee of \$65.00 must be submitted.

### **SOURCE OF INFORMATION**

Department of Community Affairs  
Division of Codes and Standards  
Bureau of Code Services  
PO Box 816  
Trenton, NJ 08625-0816  
(609) 984-7834  
URL: <http://www.nj.gov/dca/codes/>

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## **COSMETOLOGIST- HAIRSTYLIST**

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O\*NET Code: 39-5012.00

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### **NATURE OF WORK**

A cosmetologist-hairstylist, previously called an operator, manager-operator, beautician or barber, performs various practices on the human body for cosmetic purposes. These include: shaving, shampooing, hair cutting, hair dyeing, massaging, hair removal and other functions designed to improve appearance.

License: Cosmetologist-Hairstylist  
Agency: Board of Cosmetology and  
Hairstyling

Legal Authority: NJSA 45:5B, NJAC 13:28

### **QUALIFICATIONS**

#### **Education**

- Successful completion of high school or its equivalent; and
- Successful completion of a 1200-hour course in cosmetology and hairstyling or a vocational program offered by a public school approved by the State Board of Education.

#### **Age**

Must be at least 17 years of age.

#### **Moral Character**

Must be of good moral character.

### **EXAMINATION**

Examinations are written and practical and cover all cosmetology and hairstyling services.

### **APPLICATION AND FEES**

A written application accompanied by proof of education must be submitted to the Board.

#### **Fees**

Examination.....\$50.00  
Biennial Renewal .....\$60.00

## **SOURCE OF INFORMATION**

Department of Law and Public Safety  
Division of Consumer Affairs  
Board of Cosmetology and Hairstyling  
PO Box 45003  
Newark, NJ 07101  
(973) 504-6400  
URL: <http://www.njconsumeraffairs.gov/nonmedical/coshair.htm>

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## **COSMETOLOGY AND HAIRSTYLING TEACHER**

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O\*NET Code: 25-1194.00

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### **NATURE OF WORK**

A cosmetology teacher is a licensed cosmetologist-hairstylist, who, through training and experience, is also licensed to teach the practice of cosmetology and hairstyling in a school licensed by the Board.

License: Cosmetology and Hairstyling Teacher  
Agency: Board of Cosmetology and Hairstyling  
Legal Authority: NJSA 45:5B, NJAC 13:28

### **QUALIFICATIONS**

#### **Education**

- Successful completion of high school or its equivalent;
- Successful completion of a teacher training course of 500 hours conducted at a licensed school of cosmetology and hairstyling;
- Successful completion of a 30-hour teaching methods course conducted by a college approved by the Commission on Higher Education; and
- Must hold a cosmetologist-hairstylist license or an operator license issued by the Board of Cosmetology and Hairstyling.

#### **Experience**

Six months of employment experience in a licensed operator's shop.

#### **Age**

Must be at least 18 years of age.

### **Physical Condition**

May not have communicable, contagious or infectious disease, which could be transmitted during the course of teaching cosmetology and hairstyling.

### **Moral Character**

Must be of good moral character.

### **EXAMINATION**

Examinations are written and practical covering all aspects of cosmetology and hairstyling, including the preparation of a lesson plan. Examinations are given each month.

### **APPLICATION AND FEES**

A written application, accompanied by proof of education and a birth certificate, must be submitted to the Board.

#### **Fees**

Examination.....	\$50.00
Biennial Renewal	
Barber.....	\$60.00
Beautician.....	\$60.00
Cosmetologist/Hairstylist .....	\$60.00
Duplicate License.....	\$30.00

## **SOURCE OF INFORMATION**

Department of Law and Public Safety  
Division of Consumer Affairs  
Board of Cosmetology and Hairstyling  
PO Box 45003  
Newark, NJ 07101  
(973) 504-6400  
URL: <http://www.njconsumeraffairs.gov/nonmedical/coshair.htm>

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## **COUNTY FINANCE OFFICER**

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O\*NET Code: 10-3031.00

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### **NATURE OF WORK**

A county finance officer is responsible for the proper financial administration of the county under the mandates of applicable state legislation.

License: Certified County Finance Officer  
Agency: Department of Community Affairs  
Legal Authority: NJSA 40A:9-28.1

## **QUALIFICATIONS**

### **Education and Experience**

A certificate or diploma issued after at least four-years of study in an approved secondary school or an academic education considered fully equivalent by the Commissioner of Education and a degree from a four-year course at a college or university with a major in business administration, accounting or equivalent subject.

An applicant who does not possess a college degree may qualify to take the examination by furnishing proof of four years of full-time experience as a County Finance Officer. An applicant who does not possess four years of full-time experience in such a position may substitute one year of college education for one year of experience, up to a maximum of two years of college education. A full year of college education is equal to 30 college credits. Every applicant shall furnish proof that he or she has received certificates indicating satisfactory completion of the following courses as provided by the Division of Local Government Services, or Rutgers, The State University, with the approval of the Division of Local Government Services:

- Municipal Financial Administration
- Municipal Current Fund Accounting I
- Municipal Current Fund Accounting II
- Municipal Capital and Trust Fund Accounting
- Municipal Budget Preparation and Control
- County Fiscal Operations
- Principles of Financial Management
- Preparation of Annual Financial Statements

### **Age**

Must be at least 21 years of age.

### **Citizenship**

Must be a United States citizen.

## **Continuing Education**

Renewal of a County Finance Officer certification requires completion of 30 contact hours of continuing education credit. Applicants for renewal must obtain a minimum of four contact hours in the following areas including a minimum of two contact hours in County Fiscal Operations:

- Accounting
- Financial and Debt Management
- Budgeting
- Office Management and Ancillary Subjects

## **Moral Character**

Must be of good moral character.

## **EXAMINATION**

In order to be certified as a county finance officer, an applicant must pass both parts of a written examination with a minimum average grade of 80.

## **APPLICATION AND FEES**

A County Finance Officer certificate must be renewed every two years.

### **Fees**

Examination.....	\$50.00
Certification.....	\$50.00
Renewal.....	\$50.00

## **SOURCE OF INFORMATION**

Department of Community Affairs  
Division of Local Government Services  
101 South Broad Street  
PO Box 803  
Trenton, NJ 08625-0803  
(609) 292-9757  
URL: <http://www.nj.gov/dca/lgs/certunit/certmenu.shtml>

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## **COUNTY PURCHASING OFFICIAL**

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O\*NET Code: 11-3061.00

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## **NATURE OF WORK**

A county purchasing official acts as the purchasing agent or Director of Purchasing for any county of this State or the primary administrator of a centralized purchasing system maintained by any county.

License: Certified County Purchasing  
Official  
Agency: Department of Community  
Affairs  
Legal Authority: NJSA 40A:9-30.2

## **QUALIFICATIONS**

### **Education and Experience:**

- A high school diploma or equivalent.
- A college degree with a major in business administration, public administration or some related subject.

An applicant who does not meet the college education requirement may substitute, on a year-for-year basis, experience in a position as purchasing agent or director of purchasing for any county of this State or as the primary administrator of a centralized purchasing system maintained by any county.

### **Age**

Must be at least 21 years of age.

### **Citizenship**

Must be a United States citizen.

### **Reciprocity**

Available among the 566 municipalities in New Jersey.

### **Moral Character**

Must be of good moral character.

## **EXAMINATION**

None

## **APPLICATION AND FEES**

A written application must be submitted to the Division.

### **Fees**

Certification.....\$25.00

## **SOURCE OF INFORMATION**

Department of Community Affairs  
Division of Local Government Services  
101 South Broad Street, PO Box 803  
Trenton, NJ 08625-0803  
(609) 292-9757  
URL: <http://www.nj.gov/dca/lgs/certunit/certmenu.shtml>

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## **COURT REPORTER**

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O\*NET Code: 23-2091.00

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## **NATURE OF WORK**

A court reporter, sometimes called a shorthand reporter or stenotype operator, takes verbatim notes of testimony given under oath before any court, referee, superior court examiner, board, commission or other body created by law in New Jersey. A reporter uses a system of symbols and abbreviations when taking notes and then translate them to produce a presentable typewritten record.

License: Certified Shorthand Court  
Reporter  
Agency: Board of Shorthand Court  
Reporting  
Legal Authority: NJSA 45:15B, NJAC 13:43

## **QUALIFICATIONS**

### **Education**

Must have a high school diploma or its equivalent and must pass a qualifying test administered by the school attended.

### **Age**

Must be at least 18 years of age.

### **Residency**

Must be a New Jersey resident.

### **Reciprocity**

A certificate of merit must be obtained from the National Court Reporter's Association.

### **Certification**

Contact the Board for requirements concerning certification as a Shorthand RealTime Reporter.

### **Moral Character**

All applicants must undergo a criminal history background check.

### **EXAMINATION**

The National Court Reporters Association's examination is the certifying exam accepted by the Board. The Board sends out the examination packet upon request. Information regarding the examination can be obtained online at [www.ncraonline.org](http://www.ncraonline.org).

### **APPLICATION AND FEES**

Applications must be notarized and submitted at least 21 days prior to the examination. A certification from the school attended must be submitted with the application. To be considered for certification as a RealTime Court Reporter, an applicant must be a Certified Shorthand Court Reporter and be a current member of the National Court Reporters Association.

#### **Fees**

Application.....	\$150.00
Examination.....	\$100.00
Initial Certification	
Certified Shorthand Court Reporter ....	\$250.00
Certified RealTime Court Reporter .....	\$100.00

### **SOURCE OF INFORMATION**

Department of Law and Public Safety  
Division of Consumer Affairs  
Board of Shorthand Court Reporting  
PO Box 45019  
Newark, NJ 07101  
(973) 504-6490  
URL: <http://www.njconsumeraffairs.gov/nonmedical/shorthand.htm>

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## **CRANE OPERATOR**

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O\*NET Code: 53-7021.00

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### **NATURE OF WORK**

A crane operator, sometimes called a hoist engineer, operates a crane or hoisting machine with a boom of over 99 feet.

License: Crane Operator  
Agency: Department of Labor and Workforce Development  
Legal Authority: NJSA 45:26, NJAC 5:11

### **QUALIFICATIONS**

#### **Experience**

Must have 1,000 hours of crane-related experience and be certified by the National Commission for Certification of Crane Operators.

#### **Apprenticeship/Training**

Contact the Department for permit information.

#### **Age**

Must be at least 18 years of age.

#### **Physical Condition**

Must possess a current medical certificate that meets the requirements of the American Society of American Engineers.

### **APPLICATION AND FEES**

Applications are available online at <http://www.nj.gov/labor/lssc/lscrane.html> or by contacting the Department. Application must be notarized and submitted with the following:

1. A photocopy of his/her current NCCCO certificate or an equivalent certification found by the Board to meet the requirements;
2. Two recent, identical passport-size color photographs taken against a white background or backdrop with the applicant's face being not less than three quarters of an inch in width; and
3. The name and address of the applicant's present employer and the applicant's position with the employer.

#### **Fees**

License .....\$250.00

## SOURCE OF INFORMATION

Department of Labor and Workforce Development  
Division of Labor Standards and Safety  
Enforcement  
Office of Public Safety Compliance  
PO Box 386  
Trenton, NJ 08625-0386  
(609) 292-5626  
URL: <http://www.nj.gov/labor/lssc/lscrane.html>

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## DENTAL ASSISTANT

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O\*NET Code: 31-9091.00

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### NATURE OF WORK

A dental assistant is a health care worker who has been trained to perform a variety of duties to assist the dentist during the performance of dental procedures.

License: Registered/Limited Dental  
Assistant/Limited Registered  
Orthodontic Assistant  
Agency: State Board of Dentistry  
Legal Authority: NJSA 45:6-55, NJAC 13:30-  
2.4, NJAC 13:30-2A.1

### QUALIFICATIONS

#### Education and Experience

- Satisfactory completion of an education program in dental assisting approved by the Commission on Dental Accreditation, or
- A high school diploma and at least two years experience as a dental assistant during the five-year period prior to making application for registration.

#### *Registered Dental Assistant*

- Completion of a four-year program approved by both a federal agency and a federally certified state agency recognized by the Board and at least one year of hands-on experience acceptable to the Board.
- Satisfactory completion of an education program in dental assisting approved by the Commission on Dental Accreditation or a high school diploma and at least two years experience prior to making application for registration.

Applicants also must furnish the Board with one of the following:

- A certificate of approved educational program in expanded functions; or
- Successful completion of exam in expanded functions or a certificate of training in expanded functions.

#### Continuing Education

Ten hours of continuing education every two years in order to renew a license.

#### Moral Character

All applicants must undergo a criminal history background check.

### EXAMINATION

Applicants must pass the Certification Examination administered by the Dental Assisting National Board within 10 years of application. Applicants also must pass a Jurisprudence Examination, testing their knowledge of New Jersey laws and regulations pertaining to dental assisting.

### APPLICATION AND FEES

A passport-size photograph must be included with the application. Once completed, the application must be notarized and sealed by a Notary Public.

#### Fees

Application.....\$35.00  
Biennial Renewal.....\$90.00  
Criminal History Background Check.....\$78.00

## SOURCE OF INFORMATION

Department of Law and Public Safety  
Division of Consumer Affairs  
Board of Dentistry  
PO Box 45005  
Newark, NJ 07101  
(973) 504-6405  
URL: <http://www.njconsumeraffairs.gov/medical/dentistry.htm>



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## DENTAL HYGIENIST

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O\*NET Code: 29-2021.00

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### NATURE OF WORK

A dental hygienist is a health professional who performs educational, preventive and therapeutic services and procedures for which he or she is trained. These include teeth polishing, prophylaxis, and applying topical agents. A dental hygienist provides instruction to promote the maintenance of dental health under the supervision of a licensed dentist.

License: Dental Hygienist  
Agency: State Board of Dentistry  
Legal Authority: NJSA 45:6-53, NJAC 13:30-2.3

### QUALIFICATIONS

#### Education

- Satisfactory completion of a four-year course in an accredited high school or its equivalent; and
- Completion of a program from a school of dental hygiene approved by the Board and the Commission on Dental Accreditation.

#### Experience

Applicants must possess a National Dental Hygiene Board Certification for national certification.

#### Continuing Education

Each license holder must participate in 20 hours of continuing education every two years in order to renew a license.

#### Moral Character

All applicants must undergo a criminal history background check.

### EXAMINATION

Applicants must pass the Northeast Regional Board Examination and a Jurisprudence Examination testing their knowledge of New Jersey law and regulations pertaining to dental hygiene.

## APPLICATION AND FEES

Applications can be obtained from the Northeast Regional Board. The application must be returned to the examining agency at least 45 days prior to the exam with the required fee.

#### Fees

Application.....\$75.00  
Initial Registration.....\$120.00  
Credentials Application.....\$125.00  
Criminal History Background Check.....\$78.00

### SOURCE OF INFORMATION

Department of Law and Public Safety  
Division of Consumer Affairs  
Board of Dentistry  
PO Box 45005  
Newark, NJ 07101  
(973) 504-6405  
URL: <http://www.njconsumeraffairs.gov/medical/dentistry.htm>

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## DENTAL RADIOLOGIC TECHNOLOGIST

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O\*NET Code: 29-2034.04

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### NATURE OF WORK

Under the supervision of a licensed dentist, these healthcare professionals are radiologic technologists whose practice is limited to x-ray procedures of the teeth for diagnostic purposes.

License: Dental Radiologic Technologist  
Agency: Department of Environmental Protection  
Legal Authority: NJSA 26-2D-24 et seq., NJAC 7:28-19 et seq.

### QUALIFICATIONS

#### Education

- Successful completion of a four-year course of study in a secondary school approved or recognized by the New Jersey Department of Education or passed an approved equivalency test; and
- Satisfactory completion of the curriculum in dental radiography approved by the

Radiologic Technology Board of Examiners,  
or its equivalent as determined by the Board.

### **Age**

Must be at least 18 years of age.

### **Moral Character**

Must be of good moral character as determined by the Board.

### **Internship**

Students must be enrolled in, and attending a Board-approved school, and acting in a Board-approved clinical facility. Supervision must be in accordance with the Board's requirement.

### **Exemption**

New Jersey licensed dentists and registered dental hygienists.

### **Reciprocity**

The Board may issue a license to an applicant who has met the above qualifications and has passed a Board-approved examination or an equivalent examination as determined by the Board. The Board has determined that the Dental Assisting National Board's Radiation Health and Safety examination is an equivalent examination.

## **EXAMINATION**

Examinations are only available in a computer format. There are no application due dates. All examination dates are scheduled with the Department's test vendors after the application has been approved and notification from the test vendor is received.

## **APPLICATION AND FEES**

Applications must be notarized and filed with the New Jersey Department of Environmental Protection's Bureau of Radiological Health, prior to the application deadline.

### **Fees**

Examination.....	\$60.00
Application.....	\$40.00
License Replacement.....	\$20.00
Biennial Registration.....	\$50.00

## **SOURCE OF INFORMATION**

Department of Environmental Protection  
Division of Environmental Safety and Health  
Bureau of Radiological Health  
PO Box 415  
Trenton, NJ 08625-0415  
(609) 984-5890  
URL: <http://www.nj.gov/dep/rpp/tec/index.htm>

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## **DENTIST**

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O\*NET Code: 29-1021.00

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## **NATURE OF WORK**

A dentist is a health professional trained to diagnose, treat, prescribe or perform surgery for any disease, pain, deformity, deficiency, injury, or physical condition of the human tooth, teeth, alveolar process, gums, cheek, or jaws, or oral cavity and associated tissues, or operates a place where dental procedures are performed.

License: Dentist  
Agency: Board of Dentistry  
Legal Authority: NJSA 45:6-10, NJAC 13:30-1.1

## **QUALIFICATIONS**

### **Education**

- Graduation from an approved high school or equivalent education; and
- Must have graduated with a degree from a dental school approved by the Council on Dental Accreditation of the American Dental Association.

### **Age**

Must be at least 18 years of age.

### **Continuing Education**

Each applicant for a biennial renewal shall be required to complete, during the preceding two-year period, a minimum of 40 credits of continuing dental education. Any applicant who is initially licensed subsequent to the commencement of any biennial registration period shall be required to complete dental education credits on a pro rata basis prior to the next renewal period in accordance with adopted schedule.

### **Reciprocity**

The Board may issue a license, without examination to an applicant who holds a license in good standing and has practiced dentistry in another state for at least five years immediately preceding the application if that state recognizes, in like manner, dental practitioners of this state.

### **Moral Character**

All applicants must undergo a criminal history background check.

### **EXAMINATION**

Applicants must pass parts I and II of the examination of the National Board of Dental Examiners and the Northeast Regional Board Examination. Applicants also must pass an examination testing knowledge of New Jersey law and regulations pertaining to dentistry. The Northeast Regional Board Examination is given three times yearly. The New Jersey Jurisprudence Examination is given twice monthly in the Board office.

After passing the examination, applicants must apply for a New Jersey license. The required fee must accompany this application.

### **APPLICATION AND FEES**

National Boards are taken during dental school. Applications for examination by the Northeast Regional National Boards are taken during dental school. Applications for examination by the Northeast Regional Board must be returned, with the appropriate fee, to the NERB Secretary at least 45 days prior to the exam.

### **Fees**

Initial Registration .....	\$390.00
Active Registration Renewal .....	\$390.00
Application.....	\$125.00

### **SOURCE OF INFORMATION**

Department of Law and Public Safety  
Division of Consumer Affairs  
Board of Dentistry  
PO Box 45005  
Newark, NJ 07101  
(973) 504-6405  
URL: <http://www.njconsumeraffairs.gov/medical/dentistry.htm>

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## **DIRECTOR OF SCHOOL COUNSELING SERVICES**

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O\*NET Code: 11-9032.03

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### **NATURE OF WORK**

This endorsement is required for any person who is assigned as a director, administrator or supervisor of guidance and student personnel services of a school system, including the supervision of educational activities in areas related to and within the guidance program.

Endorsement: Director of School Counseling  
Services

Agency: Department of Education

Legal Authority: NJSA 18A: 72H7, NJAC 6:11-  
11.10

### **QUALIFICATIONS**

#### **Education**

- A Master's degree or higher from an accredited or approved institution; and
- Successful completion of one of the following:
  - A college curriculum approved by the New Jersey Department of Education as the basis for issuing this endorsement; or
  - A graduate level course in each of the following required areas:
    1. Administration – This group includes such courses as school law, organization and administration of elementary and secondary schools;
    2. Staff supervision – This group includes such courses as supervision and evaluation of instructional staff and supervision of school counseling services; and
    3. Curriculum development: This group includes such courses as principles of general curriculum development, elementary and secondary curriculum development, and extracurricular activities.

### **Experience**

A standard New Jersey student personnel services or school counselor endorsement or its equivalent, and three years of successful experience as a school counselor.

### **Moral Character**

Each applicant must undergo a criminal history background check.

### **EXAMINATION**

None

### **APPLICATION AND FEES**

A written application must be filed with the Department.

### **Fees**

License.....\$75.00

### **SOURCE OF INFORMATION**

Department of Education  
Office of Licensing and Credentials  
PO Box 500  
Trenton, NJ 08625-0500  
(609) 292-2070  
URL: <http://www.nj.gov/njded/educators/license/>

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## **DRIVING INSTRUCTOR**

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O\*NET Code: 25-3021.00

### **NATURE OF WORK**

A driving instructor provides instruction in the driving of motor vehicles and motorcycles to individuals who do not possess a basic driver or motorcycle license. The license is only valid for instruction given at or through the licensed school.

License: Driving Instructor  
Agency: Motor Vehicle Commission  
Legal Authority: NJSA 39:12-5, NJAC 13:23-3, 1

### **QUALIFICATIONS**

#### **Education**

Completion of a six or eight hour National Safety Council Defensive Driving Program. Evidence of

completion must be submitted prior to renewal of the initial instructor's license.

### **Experience**

An applicant must have held a valid, New Jersey drivers license for at least three consecutive years.

### **Age**

Must be at least 21 years of age.

### **Reciprocity**

An applicant licensed to drive in another state during the last three years must submit a certified abstract of his/her driving record from the state or states issuing the license.

### **Moral Character**

Every applicant for an initial license is required to submit to fingerprinting.

### **EXAMINATION**

Applicants are required to pass a special law-knowledge, driving and vision test.

### **APPLICATION AND FEES**

An application must be submitted on the form supplied by the Commission.

### **Fees**

Initial License .....\$75.00  
Annual Renewal.....\$50.00

### **SOURCE OF INFORMATION**

Motor Vehicle Commission  
Business License Compliance  
Driving School Unit  
225 East State Street  
PO Box 168  
Trenton, NJ 08666-0168  
(609) 777-1683  
URL: <http://www.nj.gov/mvc/BusinessServices/DrivingSchoolInstructor.htm>

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## **ELECTRICAL CONTRACTOR**

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O\*NET Code: 11-9021.00

### **NATURE OF WORK**

An electrical contractor is a person who engages in the business of contracting to install, erect, repair

or alter electrical equipment for the generation, transmission or utilization of electrical energy.

License: Electrical Contractor  
Agency: Board of Examiners of  
Electrical Contractors  
Legal Authority: NJSA 45:5A-1, NJAC 13:31-1

## **QUALIFICATIONS**

### **Education and Experience**

- A high school diploma or equivalency certificate; and
- At least five years of hands-on experience working with tools in the installation, alteration, or repair of wiring for electric light, heat or power, which shall have been done in compliance with the National Electrical Code. Hands-on experience shall not include time spent in supervising, engineering, estimating and managerial tasks.

Hands-on experience means that the applicant has:

- Completed a four-year apprenticeship program approved by both a federal agency and a federally certified state agency recognized by the Board and at least one year of hands-on experience acceptable to the Board. A certificate of completion issued by the apprenticeship program shall be submitted with the application for the electrical contractor's examination as well as proof of the additional year of hands-on experience;
- Met the definition of a qualified journeyman electrician;
- Earned a Bachelor's degree in electrical engineering and completed two years of hands-on experience acceptable to the Board; or
- Provided proof of the necessary education and five years of hands-on experience gathered through an alternative means.

### **Exemptions**

Consult the Board directly for the limited well drillers or pump installer's exemption.

### **Age**

Must be at least 21 years of age.

### **Business Permit**

A licensed electrical contractor must obtain a business permit from the Board to be a contractor.

### **Continuing Education**

A licensee, barring exemption, shall complete a minimum of a 10-hour course of study during a triennial registration period relating to the most recent education of the National Electrical Code, nine hours of which shall pertain to the code and one hour of which shall pertain to applicable State statutes and rules. Contact the agency to obtain the balance of continuing education credit areas.

## **EXAMINATION**

Examinations are in writing and are normally given in January, May, July, and November. The exam is developed and administrated by the National Assessment Institute, Burlington, New Jersey. An applicant must obtain a passing grade on the examination. An applicant who fails to pass the Board Examination shall not be eligible to retake the examination for six months from the date of such failure.

## **APPLICATION AND FEES**

Notarized applications must be submitted to the Board's offices by the specified deadline dates. Employer verification of employment and a photograph of the applicant must accompany the applications.

### **Fees**

Initial License, Three-Year.....	\$150.00
Business Permit, Three-Year.....	\$75.00
Application.....	\$100.00
Triennial Renewal.....	\$150.00

## **SOURCE OF INFORMATION**

Department of Law and Public Safety  
Division of Consumer Affairs  
Board of Examiners of Electrical Contractors  
PO Box 45006  
Newark, NJ 07101  
(973) 504-6410  
URL: <http://www.njconsumeraffairs.gov/nonmedical/electrical.htm>

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## **ELECTRICAL INSPECTOR**

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O\*NET Code: 51-9061.04

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### **NATURE OF WORK**

An electrical inspector is employed by a unit of government, or an approved third party agency, to carry out field inspections and plan review work in accordance with the State Uniform Construction Code. Licenses are issued based upon the class of structure to be reviewed, industrial and commercial structures (ICS), or high-rise and hazardous structures (HHS). The information in this record describes the requirements for the ICS level only, as it is the entry-level license. For more specific details on the ICS level license, or for the HHS level license, please contact the source agency.

License: Electrical Inspector ICS  
Agency: Department of Community Affairs  
Legal Authority: NJSA 52:27D-119, NJAC 5:23-1

### **QUALIFICATIONS**

#### **Education**

- Possession of a current New Jersey license to practice as an architect or engineer at the time of application;
- Graduation from an accredited institution of higher education with a Bachelor's degree in architecture or architectural technology, or in engineering or engineering technology, or in any other major area of study significantly related to building construction;
- Possession of an Associate's degree from an accredited institution of higher education, in code enforcement; or
- Successful completion of the Electrical Inspector-ICS approved course.

#### **Experience**

Qualification by education meets the experience requirements. For those without the educational requirement, five years of experience in construction, design or supervision as:

- A journeyman in a skilled trade currently regulated by the electrical subcode;

- A construction contractor in a field of construction currently regulated by the electrical subcode; or
- An electrical inspector.

Note: The above three categories of experience may be combined to add up to the required total of five years.

### **EXAMINATION**

Successful completion of test modules 2A and 2B of the National Certification Program for Construction Code Inspectors, at the time of application for licensure or within three years prior to the date of said application.

### **APPLICATION AND FEES**

A written application must be submitted to the Department.

#### **Fees**

Initial Application..... \$65.00  
Three-Year Renewal ..... \$65.00

### **SOURCE OF INFORMATION**

Department of Community Affairs  
Division of Codes and Standards  
Bureau of Code Services  
PO Box 816  
Trenton, NJ 08625-0816  
(609) 984-7834  
URL: <http://www.nj.gov/dca/codes/>

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## **ELECTROLOGIST**

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O\*NET Code: 39-5091.00

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### **NATURE OF WORK**

An electrologist removes hair permanently through the utilization of solid probe electrode-like depilation and electric current.

An electrology instructor means a person who is licensed to teach the clinical and theoretical practice of electrology.



License: Electrologist/Electrology Instructor  
 Agency: Board of Medical Examiners  
 Legal Authority: NJSA 45:9-37.76, NJAC 17:27-6.3

## QUALIFICATIONS

### Education

#### *Electrologist*

- Must have successfully completed an electrology program accredited by the Council on Accreditation of Electrology Educational Institutions/Programs of the American Electrology Association, or its successor.
- Must have passed the Certified Professional Electrology (CPE) Examination.
- Must have passed the New Jersey Electrology Jurisprudence Examination.
- Must have obtained a high school diploma or its equivalent.

#### *Electrology Instructor*

- Must meet all of the above provisions for electrologist.
- Must have passed the Certified Technical Trainer (CTT) Examination.

### Experience

#### *Electrology Instructor*

- Must be licensed as an electrologist.
- Must have been actively engaged in the practice of electrology for at least five years immediately preceding the date of application for licensure as an electrology instructor.

### Age

Must be at least 18 years of age.

### Reciprocity

Any person with a valid registration, certification, or license to practice as an electrologist or electrology instructor by another state, U.S. territory, or the District of Columbia, shall be issued a license to provide electrology services or to act as an electrology instructor, provided he/she meets the Board's requirements. Please contact the Board with questions.

### Continuing Education

Each applicant for biennial renewal shall complete 30 credits of continuing education during the preceding biennial period. Consult with the Board concerning specific requirements.

### Standards of Conduct

A licensee shall not engage in sexual contact with a client during the course of electrology treatment. Intimate sexual discussion or nature of examination, sexual harassment, and sexual gratification are areas also governed by the Board.

### Moral Character

Must be of good moral character.

## EXAMINATION

#### *Electrologists*

Must pass the Certified Professional Electrology (CPE) Examination and New Jersey Electrology Jurisprudence Examination.

#### *Electrology Instructor*

Must pass the Certified Technical Trainer (CTT) Examination.

## APPLICATION AND FEES

Applicants must submit a completed application to the Board.

### Fees

#### Application

Electrologist.....	\$100.00
Electrology Instructor .....	\$75.00

Initial Biennial License	
Electrologist .....	\$200.00
Electrology Instructor .....	\$100.00

## SOURCE OF INFORMATION

Department of Law and Public Safety  
Division of Consumer Affairs  
Board of Medical Examiners  
Electrologists Advisory Committee  
PO Box 45041  
Newark, NJ 07101  
(973) 504-6377  
URL: <http://www.njconsumeraffairs.gov/medical/electrologist.htm>

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## ELEVATOR INSPECTOR

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O\*NET Code: 47-4011.02

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## NATURE OF WORK

An elevator inspector is employed by a unit of government, or an approved third party agency, to carry out field inspection and plan review work in accordance with the State Uniform Construction Code. There is only one technical license in this category, the high-rise and hazardous (HHS).

License: Elevator Inspector HHS  
Agency: Department of Community Affairs

Legal Authority: NJSA 52:27D-119, NJAC 5:23-1

## QUALIFICATIONS

### Education

- Possession of a current New Jersey license to practice as an architect or engineer at the time of application;
- Graduation from an accredited institution of higher education with a Bachelor's degree in architecture or architectural technology, or in engineering or engineering technology, or in any other major area of study significantly related to building construction;
- Possession of an Associate's degree from an accredited institution of higher education, in code enforcement; or
- Successful completion of the Elevator Inspector-HHS approved course. Effective February 1, 1997, this course must be completed at the time of application for

licensure or within five years prior to said application.

### Experience

Qualification by education meets the experience requirements. For those without the educational requirement five years of experience in construction, design or supervision as:

- A journeyman in a skilled trade currently regulated by the electrical subcode;
- A construction contractor in a field of construction currently regulated by the electrical subcode; or
- An electrical inspector.

Note: The above three categories of experience may be combined to add up to the required total of five years.

## EXAMINATION

Successful completion of test module 6B of the National Certification Program for Construction Code Inspectors, at the time of application for licensure or within three years prior to the date of said application.

## APPLICATION AND FEES

A written application must be submitted to the Department.

### Fees

Initial Application .....	\$65.00
Three-Year Renewal .....	\$65.00

## SOURCE OF INFORMATION

Department of Community Affairs  
Division of Codes and Standards  
Bureau of Code Services  
PO Box 816  
Trenton, NJ 08625-0816  
(609) 984-7834  
URL: <http://www.nj.gov/dca/codes/>



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## **EMERGENCY MEDICAL TECHNICIAN**

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O\*NET Code: 29-2041.00

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### **NATURE OF WORK**

An emergency medical technician administers life support care to injured and sick persons in the pre-hospital setting as defined by the 1994 Emergency Medical Technician Basic National Standard Curriculum. These paraprofessionals work as part of a team. Thorough knowledge of theoretical procedures and ability to integrate knowledge and performance into practical situations are critical. Self-confidence, emotional stability, good judgment, tolerance for high stress, and a pleasant personality are also essential characteristics.

License: Emergency Medical Technician  
- Basic  
Agency: Department of Health and  
Senior Services  
Legal Authority: NJSA 26:2K-39-47, 54-62,  
NJAC 8:40 A

### **QUALIFICATIONS**

#### **Education**

Certification requires successful completion of the United States Department of Transportation's 120-hour EMT - Basic training program conducted by the Department.

#### **Age**

Must be at least 16 years of age with working papers for a provisional certificate.

#### **Physical Condition**

Aptitudes required for work of this nature are good physical stamina, endurance, and body condition that would not be adversely affected by lifting, carrying, and balancing at times, patients in excess of 125 pounds (250 with assistance). Motor coordination is necessary for the well being of the patient.

#### **Reciprocity**

Individuals holding current EMT level certifications issued by New York State, Pennsylvania, Virginia, Maryland, D.C., or the

National Registry of Emergency Medical Technicians, may practice as an EMT - Basic in the State of New Jersey.

#### **Moral Character**

If convicted of any crime involving moral turpitude or drugs, individual must be rehabilitated under NJSA ZA:168A-1.

### **EXAMINATION**

Upon successful completion of an approved EMT - Basic training program, the candidate must register for and successfully complete the NREMT-B certification examination (National Registry of Emergency Medical Technicians).

### **APPLICATION AND FEES**

None

### **SOURCE OF INFORMATION**

Department of Health and Senior Services  
Office of Emergency Medical Services  
PO Box 360  
Trenton, NJ 08625-0360  
(609) 633-7777  
URL: <http://www.nj.gov/health/ems/index.shtml>

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## **EMISSION INSPECTOR**

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O\*NET Code: 51-9061.00

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### **NATURE OF WORK**

An emission inspector performs Motor Vehicle biennial inspections for vehicle safety and compliance with emission standards. The inspector must be employed by a licensed private inspection facility or centralized lane contractor.

License: Emission Inspector  
Agency: Motor Vehicle Commission  
Legal Authority: NJSA 39:8-39, NJAC 13:20-43.17

### **QUALIFICATIONS**

#### **Education**

Must complete 8 to 12 hours of the Emission Inspection training program, which is provided by an approved college, vocational, or trade school.

The State of New Jersey requires the On-Board Diagnostics (OBD) II testing. Inspectors are required to be trained in OBD II testing procedures and successfully pass a written and hands-on test.

### **Age**

Must be at least 17 years of age and possess a valid driver's license.

### **Residency**

Must be a United States citizen.

### **Continuing Education**

A refresher training course is required every two years. The course must be administered by an approved college, vocational, or trade school.

### **Reciprocity**

The applicant is required to submit to the New Jersey-specific course (3-4 hours) if Enhanced Inspection was performed by previous state.

## **EXAMINATION**

Written and hands-on (demonstrates operation of a dynameter). Must pass written examination with a score of at least 80 percent.

## **APPLICATION AND FEES**

### **Fees**

Initial Biennial License.....\$50.00  
Biennial Renewal.....\$50.00

## **SOURCE OF INFORMATION**

Motor Vehicle Commission  
Business License Compliance  
255 East State Street  
PO Box 170  
Trenton, NJ 08666-0170  
(609) 777-1684  
URL: <http://www.nj.gov/mvc/BusinessServices/LicensedInspector.htm>

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## **EMISSION REPAIR TECHNICIAN**

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O\*NET Code: 49-3023.00

## **NATURE OF WORK**

An emission repair technicians performs, for compensation, emission-related repairs on vehicles that fail a required emission inspection and

maintenance test. They may also supervise such repairs.

License: Certified Emission Repair Technician  
Agency: Department of Environmental Protection  
Legal Authority: NJSA 39:8-53, NJAC 13:20-45.16

## **QUALIFICATIONS**

### **Education**

#### *Track I*

The Test Option requires Automotive Service Excellence (ASE) certification in A6, A8, and L1. Successful completion of these examinations, along with attendance at the New Jersey-specific Informational Course, will fulfill the requirements necessary for certification under this track.

#### *Track II*

The Education Option requires successful completion of a State-approved ETEP training curriculum, along with attendance at the New Jersey-specific Informational Course. Anyone wishing to pursue this track may first choose to take an optional standardized placement examination designed to assess skill level. This examination may allow a technician to place out of certain portions of the ETEP training curriculum into more advanced levels of the curriculum.

Once a technician has successfully completed Track I or Track II, and has attended the New Jersey Specific Informational Course, he or she will become certified as a New Jersey Emission Repair Technician. This New Jersey certification authorizes the technician to perform emission-related repairs for compensation on vehicles which fail the enhanced I/M emissions test in New Jersey. The certification is contingent upon periodic re-certification once every five (5) years.

### **Experience**

Under Track I, the Test Option, ASE requires that you have two or more years of full-time, hands-on working experience. For details on type of experience, including substitutions for work experience, visit <http://www.asecert.org>.

### **Continuing Education**

The certification is contingent upon periodic re-certification once every five (5) years.

### **Reciprocity**

Determined on a case-by-case basis.

### **EXAMINATION**

None

### **APPLICATION AND FEES**

Must complete a written application, which will be verified by the Department or its authorized agent.

### **SOURCE OF INFORMATION**

Department of Environmental Protection  
Motor Vehicle Inspection & Maintenance  
380 Scotch Road  
PO Box 437  
Trenton, NJ 08625-0437  
(609) 530-4035  
URL: [http://www.nj.gov/dep/bmvim/bmvim\\_etep.htm](http://www.nj.gov/dep/bmvim/bmvim_etep.htm)

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## **EMPLOYMENT AGENT**

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O\*NET Code: 39-1021.00

### **NATURE OF WORK**

An employment agent is a person licensed to perform employment interviewing and placement functions in a licensed, private, employment agency.

License: Employment Agent  
Agency: Department of Law and Public Safety  
Legal Authority: NJSA 34:8, NJAC 13:45B-2.6

### **QUALIFICATIONS**

#### **Education**

Graduation from high school or its equivalent.

#### **Experience**

Must have six months of employment experience in the handling of personnel problems, including the securing of help for employers and jobs for employees. Applicants must provide written proof

of employment from a licensed employment agent in New Jersey.

### **Nursing Placement**

Applicants who will make placements under the title Nursing must be New Jersey registered nurses.

### **EXAMINATION**

Applicants must pass a written examination covering New Jersey rules, regulations and child labor laws, and knowledge of the New Jersey labor market and the occupations in which the applicant intends to furnish help.

### **APPLICATION AND FEES**

A written application accompanied by affidavits from two citizens of New Jersey who have known the applicant for at least one year, and attest to his/her good moral character, must be submitted.

#### **Fees**

Application .....\$25.00  
License .....\$25.00

### **SOURCE OF INFORMATION**

Department of Law and Public Safety  
Division of Consumer Affairs  
Regulated Business Section  
PO Box 45028  
Newark, NJ 07101  
(973) 504-6370  
URL: <http://www.njconsumeraffairs.gov/ocp/regulate.htm>

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## **ENGINEER-IN-TRAINING**

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O\*NET Code: 17-2141.00

### **NATURE OF WORK**

An engineer-in-training is a person who is a potential candidate for license as a professional engineer but lacks the necessary experience.

License: Engineer-in-Training  
Agency: State Board of Professional Engineers and Land Surveyors  
Legal Authority: NJSA 45:8-27, NJAC 13:40-1

## QUALIFICATIONS

### Education

- Graduation from a Board-approved curriculum in engineering or engineering technology of four years or more and successfully passing the fundamentals portion of the written examination which is designated as Part F. Any applicant who has attended an institution not located in the United States shall have his or her degree evaluated by a review service selected and approved by the Board. Reviews by other services will not be accepted.
- Qualify on an English comprehension examination and a test of spoken English if undergraduate degree was received from a school in a non-English speaking country or a country wherein the primary language is other than English.

### Comity

Comity licensure pursuant to NJSA 45:8-35(1) shall be granted provided that education, experience, and examination requirements for licensure by the issuing agency are comparable to current requirements of the State of New Jersey at the time of the applicant's initial licensure.

### Reciprocity

The Board's enabling legislation does not contain an eminence or grandfather clause, or reciprocity with any state, territory or country.

## EXAMINATION

Examinations are given in April and October of each year. Applicants must pass the 8-hour exam covering the fundamentals of engineering.

## APPLICATION AND FEES

Applications must be typewritten and must be accompanied by the required fee, a photograph of the applicant, and three references, at least one of which is a licensed professional engineer in the United States, who has personal knowledge of the applicant's experience or training.

### Fees

Application.....\$30.00  
Examination.....\$75.00

## SOURCE OF INFORMATION

Department of Law and Public Safety  
Division of Consumer Affairs  
Board of Professional Engineers and Land Surveyors  
PO Box 45015  
Newark, NJ 07101  
(973) 504-6460  
URL: <http://www.njconsumeraffairs.gov/nonmedical/pels.htm>

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## ENVIRONMENTAL HEALTH SPECIALIST

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O\*NET Code: 19-2041.00

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## NATURE OF WORK

An environmental health specialist is responsible for evaluating food handling and food manufacturing facilities, public health nuisance investigations, and evaluation of campgrounds and public recreational bathing facilities. Other job functions may include: solid waste management, ground water contamination, subsurface water supplies, air pollution control, and hazardous materials management.

License: Registered Environmental Health Specialist  
Agency: Department of Health and Senior Services  
Legal Authority: NJSA 26:1A, NJAC 8:7

## QUALIFICATIONS

### Education

- A Bachelor's degree from an accredited college or university with a minimum of 32 credits in biological sciences, physical sciences, environmental sciences and mathematics;
- Successful completion of a course in environmental public health which is approved by the Department and conducted by an accredited college or university; or
- Satisfactory completion of one year of post-graduate full-time employment with a local health agency.

### **Experience**

One year of full-time employment in a public health agency may be accepted in lieu of a field-training course if no such course is available.

### **Continuing Education**

By the end of each annual licensing period, each registered environmental health specialist shall, as a condition for an active license, acquire 15 contact hours of approved continuing education.

### **EXAMINATION**

A written examination is offered four times each year.

### **APPLICATION AND FEES**

A written application for examination, accompanied by an evaluation of the applicant's performance written by the supervisor(s) under whom the applicant obtained working experience. Proof of education must be submitted to the Department.

### **Fees**

Application.....	\$50.00
Examination.....	\$100.00
Annual Renewal.....	\$50.00

### **SOURCE OF INFORMATION**

Department of Health and Senior Services  
Office of Public Health  
Education, Training, and Licensure Program  
PO Box 360  
Trenton, NJ 08625-0360  
(609) 292-4993  
URL: <http://www.nj.gov/health/lh/olh.htm>

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## **FIRE ALARM MECHANIC**

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O\*NET Code: 49-2098.01

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### **NATURE OF WORK**

A fire alarm mechanic installs, services or maintains burglar alarms or electronic security systems. Monitors or responds to alarm signals when provided in conjunction with fire alarms or electronic security systems in any facility.

License: Fire Alarm Mechanic

Agency: Department of Law and Public Safety

Legal Authority: NJSA 45:5A-1 et seq., NJAC 13-31A

### **QUALIFICATIONS**

#### **Education and Experience**

- A high school diploma or equivalency certificate and at least four years of practical hands-on experience, which shall include a minimum of 6,720 hours working with tools in the installation, alteration, or repair of wiring for fire alarms, burglar alarms, and/or electronic security systems and proof that the applicant has completed 80 hours of technical courses applicable to the field in which the applicant is seeking licensure;
- A Bachelor's degree in electrical engineering and having completed one year of practical hands-on experience, which shall include a minimum of 1,680 hours; or
- A minimum of a one-year course in the study of trade-related electronics at a technical school and having completed three years of practical hands-on experience, which shall include a minimum of 5,040 hours.

#### **Grandfathering**

Any person who has been engaged in the burglar alarm or fire alarm business for at least one year prior to March 15, 2004 shall not be required to submit evidence of successful completion of the alarm examination provided for in NJAC 13:31A-3, or the 40 hours of technical training required.

#### **Continuing Education**

Each applicant for triennial license renewal shall complete during the preceding triennial period a minimum of 36 credits of continuing education.

#### **Reciprocity**

An applicant holding a valid registration, certification, or license from another state or political subdivision with substantially equal or greater requirements to those of New Jersey, may be issued a license without examination.

### **Moral Character**

Must be of good moral character pursuant to NJSA 45:5A-27. The applicant must not have been convicted of a crime of the first, second or third degree within ten years, prior to the filing of the application for licensure.

### **EXAMINATION**

All applicants for a license to engage in the fire alarm business shall obtain a passing score all sections of the burglar alarm examination. Contact committee for waiver of examination requirements.

### **APPLICATION AND FEES**

Application for licensure must be notarized and include two, full-face passport-size photographs of the applicant signed and dated. Applicants must also provide a criminal history and his/her fingerprints in such manner as directed by the Division of Consumer Affairs.

#### **Fees**

Initial Application.....\$150.00  
Initial License.....\$120.00  
Triennial Renewal .....\$120.00

### **SOURCE OF INFORMATION**

Department of Law and Public Safety  
Division of Consumer Affairs  
Burglar Alarm, Fire Alarm, and Locksmithing  
Advisory Committee  
PO Box 45042  
Newark, NJ 07101  
(973) 504-6245  
URL: <http://www.njconsumeraffairs.gov/nonmedical/firealarm.htm>

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## **FIRE INSPECTOR**

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O\*NET Code: 33-2021.00

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### **NATURE OF WORK**

A fire inspector enforces the New Jersey Uniform Fire Code and regulations, conducts field surveys to identify and register life hazard uses, prepares violation notices; explains violations and hazards and witnesses tests of installed fire detection and fire protection systems.

Certificate: Fire Inspector  
Agency: Department of Community Affairs  
Legal Authority: NJSA 52:27D-198, 201 and 219, NJAC 5:71-4

### **QUALIFICATIONS**

#### **Education and Experience**

Successful completion of a 45-hour program of instruction on the technical requirements of the New Jersey Uniform Fire Code.

#### **Age**

Must be at least 18 years of age.

### **EXAMINATION**

None

### **APPLICATION AND FEES**

Renewal requires completion of four continuing education seminars within a three-year period. Program instruction shall consist of 2.0 CEUs (technical).

#### **Fees**

Initial Application..... \$45.00  
Three-Year Renewal ..... \$45.00

### **SOURCE OF INFORMATION**

Department of Community Affairs  
Division of Fire Safety  
PO Box 809  
Trenton, NJ 08625-0809  
(609) 633-6070  
URL: <http://www.nj.gov/dca/dfs/>

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## **FIRE INSTRUCTOR**

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O\*NET Code: 25-3099.00

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### **NATURE OF WORK**

A fire instructor provides instruction in fire suppression methods, equipment, and concepts of fire control and behavior. He or she works within a fire department or other training organization and is supervised by the fire chief or other training personnel.

Certificate: Fire Instructor Level 1 & 2  
Agency: Department of Community Affairs  
Legal Authority: NJSA 52:27D, NJAC 5:73-5

## **QUALIFICATIONS**

### **Education**

#### *Fire Instructor Level 1*

Successful completion of an approved 16-hour Fire Service Instructor General Safety course.

#### *Fire Instructor Level 2*

Must possess a Fire Instructor Level 1 certification for at least two years and successfully complete the 40-hour National Fire Academy course and satisfactorily pass the Instructor Level 2 written examination.

#### *Live Burn Instructor and SCBA/Smokehouse Instructor*

Must possess a certificate as Fire Instructor Level 1 or Fire Instructor Level 2 and successfully complete the 8-hour live burn and the 8-hour SCBA/Smokehouse courses.

### **Experience**

Two years of experience as a Certified New Jersey Firefighter 1.

### **Age**

Must be at least 18 years of age.

### **Continuing Education**

On a voluntary basis, technical CEUs are offered for fire instructors.

## **EXAMINATION**

Satisfactory completion of a safety skills and written examination.

## **APPLICATION AND FEES**

None

## **SOURCE OF INFORMATION**

Department of Community Affairs  
Division of Fire Safety  
PO Box 809  
Trenton, NJ 08625-0809  
(609) 633-6070  
URL: <http://www.nj.gov/dca/dfs/>

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## **FIRE OFFICIAL**

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O\*NET Code: 33-1021.00

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## **NATURE OF WORK**

A fire official is appointed or designated to direct the enforcement of the New Jersey Uniform Fire Code, by the appointing authority of a local enforcing agency. The duties of a fire official include the supervision of the local enforcing agencies code enforcement activities.

Certificate: Fire Official  
Agency: Department of Community Affairs  
Legal Authority: NJSA 52:27D-198, 201 and 219, NJAC 5:71-4

## **QUALIFICATIONS**

### **Education**

Successful completion of a 90-hour program of instruction and successful passing of the BOCA Fire Prevention Inspector I plus an approved 30-hour Fire Official program of instruction.

### **Age**

Must be at least 18 years of age.

## **EXAMINATION**

None

## **APPLICATION AND FEES**

Renewal requires completion of six continuing education seminars within a three-year period. Program of instruction shall consist of 1.0 CEUs (administrative) and 2.0 CEUs (technical).

### **Fees**

Initial Application.....\$45.00  
Three-Year Renewal.....\$45.00

## **SOURCE OF INFORMATION**

Department of Community Affairs  
Division of Fire Safety  
PO Box 809  
Trenton, NJ 08625-0809  
(609) 633-6070  
URL: <http://www.nj.gov/dca/dfs/>

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## **FIRE PROTECTION EQUIPMENT CONTRACTOR**

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O\*NET Code: 17-2111.02

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### **NATURE OF WORK**

A fire protection equipment contractor engages in the installation, service, repair, inspection or maintenance of fire protection equipment.

There are six (6) certified classifications of Fire Protection Contractor:

#### *All Fire Protection Equipment Contractor*

Shall have a valid Level II certification issued by National Institute for Certification in Engineering Technologies (NICET) in the following areas: Fire Alarm Systems, Inspection and Testing of Water-based Systems, and Special Hazards Suppression Systems, and successfully pass the following Sprinkler Layout work elements: 11003, 11004, 11005, 13001, 13005, 13008, 13010, 13012, 13013, 13020, 13021, 13023, 13026, 14013, 14015, 16001, and 16009. Additionally, he or she shall successfully pass the Portable Fire Extinguisher Technician and Restaurant Fire Suppression System Examinations administered by the National Association of Fire Equipment Distributors (NAFED).

#### *Fire Sprinkler System Contractor*

Shall have a valid Level II certification issued by NICET in the following areas: Inspection and Testing of Water-based Systems, and successfully pass the following Sprinkler Layout work elements: 11003, 11004, 11005, 13001, 13005, 13008, 13010, 13011, 13012, 13013, 13018, 13020, 13021, 13023, 13026, 14013, 14015, 16001 and 16009.

#### *Special Hazard Fire Suppression System Contractor*

Must hold a valid Level II certification issued by NICET in Special Hazards Suppression Systems.

#### *Fire Alarm System Contractor*

Must have a valid Level II certification issued by NICET in Fire Alarm Systems.

#### *Portable Fire Extinguisher Contractor*

Successfully pass the Portable Fire Extinguisher Technician Examination administered by NAFED (National Association of Fire Equipment Distributors).

#### *Kitchen Fire Suppression System Contractor*

Successfully pass the Restaurant Fire Suppression System Examination administered by NAFED.

A certified fire protection equipment contractor shall perform only work within the scope of the contractor's certification class.

License: Fire Protection Equipment Contractor

Agency: Department of Community Affairs

Legal Authority: NJSA 45:5A-23, NJAC 5:74-1

### **QUALIFICATIONS**

#### **Exemptions**

Persons holding a business license to engage in the fire alarm business or who are electrical contractors are exempt from the requirement of obtaining a certificate to the extent these persons are acting within the scope of practice of their profession or occupation. The Division of Fire Safety shall issue a certificate to any person who has been employed as a fire protection contractor for a period of not less than five years on or before June 30, 2003.

The NICET issues Level II certifications. The NAFED offers certifying examinations.

#### **Age**

Must be at least 18 years of age.

#### **Continuing Education**

Recertification is scheduled by accumulating a prescribed number of continuing professional development points, as developed and adopted by the NICET. A total of 90 points is required for certification for the following classifications:

1. All Fire Protection Equipment Contractor
2. Fire Sprinkler System Contractor
3. Special Hazard Fire Suppression Contractor



4. Fire Alarm System Contractor
5. Portable Fire Extinguisher Contractor
6. Kitchen Fire Suppression System Contractor

### **Moral Character**

Must be of good moral character, and not have been convicted of a crime of the first, second or third degree within ten years prior to filing an application.

### **Citizenship**

Must be a United States citizen.

## **EXAMINATION**

Examination requirements shall be administered by the NICET and the NAFED. All examination, certification, and renewal fees are solely those of NICET and NAFED.

## **APPLICATION AND FEES**

A written application must be completed listing the type of certification being applied for. Every three years, the Division of Fire Safety shall renew any certification already issued. The expiration date of the certification shall be April 30<sup>th</sup> or October 31<sup>st</sup> of each year.

### **Fees**

Initial Application (each certification) ..... \$75.00  
Three-Year Renewal (each certification) ..... \$75.00

## **SOURCE OF INFORMATION**

Department of Community Affairs  
Division of Fire Safety  
PO Box 809  
Trenton, NJ 08625-0809  
(609) 633-6070  
URL: <http://www.nj.gov/dca/dfs/>

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## **FIRE PROTECTION INSPECTOR**

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O\*NET Code: 33-2021.00

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## **NATURE OF WORK**

A fire protection inspector is employed by a unit of government, or an approved third party agency, to carry out field inspections and plan review work in accordance with the State Uniform Construction Code. Licenses are issued based upon the class of

structure to be reviewed, industrial and commercial (ICS), or high-rise and hazardous (HHS). This record describes the requirements for the ICS level only, as it is the entry level license. For more specific details on the ICS level license, or the HHS level, please contact the source agency.

License: Fire Protection Inspector ICS  
Agency: Department of Community Affairs

Legal Authority: NJSA 52:27D-119, NJAC 5:23-1

## **QUALIFICATIONS**

### **Education**

- A current New Jersey license to practice as an architect or engineer at the time of application;
- Graduation from an accredited institution of higher education with a Bachelor's degree in fire science, architecture or engineering, or in architectural, engineering or fire science technology, or in any other major area of study significantly related to building construction or fire science;
- Possession of an Associate's degree from an accredited institution of higher education, in code enforcement, fire science, or fire science technology; or
- Successful completion of the Fire Protection Inspector-ICS approved course. This course must be completed at the time of application for licensure or within five years prior to said application.

### **Experience**

If the applicant does not qualify by education:

- Five years of experience in the fire service (other than as an apprentice or as a person in training), with fire prevention, fire protection, or fire fighting responsibilities; or
- Five years of experience in construction, design or supervision as a journeyman in a skilled trade currently regulated by the fire protection subcode; or a construction contractor in a field of construction currently regulated by the fire protection subcode.

## EXAMINATION

Successful completion of test modules 3B and 4A of the National Certification Program for Construction Code Inspectors within three years prior to the date of said application.

## APPLICATION AND FEES

A written application must be submitted to the Department.

### Fees

Initial Application.....\$65.00  
Three-Year Renewal.....\$65.00

## SOURCE OF INFORMATION

Department of Community Affairs  
Division of Codes and Standards  
Bureau of Code Services  
PO Box 816  
Trenton, NJ 08625-0816  
(609) 984-7834  
URL: <http://www.nj.gov/dca/codes/>

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## FIREFIGHTER

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O\*NET Code: 33-2011.00

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## NATURE OF WORK

A firefighter controls and extinguishes fires, protects life and property, and maintains equipment as a volunteer or employee of a city, township or industrial plant.

Certificate: Firefighter  
Agency: Department of Community Affairs  
Legal Authority: NJSA 52:27D, NJAC 5:73-4

## QUALIFICATIONS

### Education

Must complete a 135-hour course of instruction approved by the Department. Firefighters with at least 18 months of active membership in a fire department prior to July 1, 1994, do not have to take the required instruction (grandfathering clause).



### Age

Must be at least 18 years of age.

## EXAMINATION

Must pass a written examination and a skills test.

## APPLICATION AND FEES

### Fees

Certificate..... \$5.00

## SOURCE OF INFORMATION

Department of Community Affairs  
Division of Fire Safety  
PO Box 809  
Trenton, NJ 08625-0809  
(609) 633-6070  
URL: <http://www.nj.gov/dca/dfs/>

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## FUNERAL DIRECTOR

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O\*NET Code: 11-9061.00

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## NATURE OF WORK

A funeral director arranges and directs funeral services, prepares and embalms bodies for burial, and provides other services related to the burial of individuals.

License: Practitioner of Mortuary Science  
Agency: New Jersey State Board of Mortuary Science  
Legal Authority: NJSA 45:7, NJAC 13:36

## **QUALIFICATIONS**

### **Education**

A high school diploma or equivalent and two academic years of instruction in an approved college or university, plus one year of instruction in an approved school of mortuary science.

### **Experience**

- Applicants with two years of college - two years as a registered intern.
- Applicants with three years of college - one year as a registered intern.
- An applicant for internship must have completed two years of college or be completing this requirement while registered as an intern. Each intern must receive training from a licensed practitioner of mortuary science and must be a regular, full-time employee during the internship.

### **Age**

Must be at least 21 years of age.

### **Continuing Education**

Ten CEUs required per biennial period.

### **Moral Character**

Must be of good moral character

### **Citizenship**

Must be a citizen of the United States.

### **Credentials**

The Board shall issue a license to engage in the practice of mortuary science to any person who holds a valid license or certification to practice mortuary science issued by another state, possession of the United States or the District of Columbia, provided the applicant has met education and experience requirements substantially equivalent to the requirements set forth by NJAC 13:36-3.1.

## **EXAMINATION**

The practical exam is not given until the internship is completed and the applicant has passed the written National Board Examination. The applicant must pass the jurisprudence examination administered by the Board.

## **APPLICATION AND FEES**

A notarized application accompanied by two passport-size photographs must be submitted to the Board to register as an intern or to be approved for admission to the written examination.

### **Fees**

Application.....	\$50.00
Intern Registration.....	\$75.00
Examination.....	\$125.00
Practical Exam.....	\$75.00
Initial License.....	\$170.00
Mortuary Certificate of Registration .....	\$500.00
Biennial Renewal .....	\$250.00

## **SOURCE OF INFORMATION**

Department of Law and Public Safety  
Division of Consumer Affairs  
Board of Mortuary Science  
PO Box 45009  
Newark, NJ 07101  
(973) 504-6425  
URL:  
<http://www.njconsumeraffairs.gov/nonmedical/mortuary.htm>

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## **GROOM**

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O\*NET Code: 39-2021.00

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## **NATURE OF WORK**

A groom, sometimes called a stable attendant, cares for racing horses under the direct supervision of a trainer. The groom cleans and waters the horse, cares for the stable area and exercises the horse.

License: Groom  
Agency: New Jersey Racing Commission  
Legal Authority: NJSA 5:5, NJAC 13:70-4

## QUALIFICATIONS

### Age

Must be at least 16 years of age with working papers.

### Moral Character

A license will be denied to any individual convicted of illegal possession, sale or distribution of narcotics, hallucinogenic drugs, or other controlled dangerous substances, or a crime involving moral turpitude. All applicants must be fingerprinted on a State card once and on a federal card every five years.

## EXAMINATION

None

## APPLICATION AND FEES

A written application must be submitted to the Commission.

### Fees

License.....	\$5.00
Fingerprint Processing	
State Card.....	\$40.00
Federal Card.....	\$34.00

## SOURCE OF INFORMATION

Department of Law and Public Safety  
New Jersey Racing Commission  
PO Box 088  
Trenton, NJ 08625-0088  
(609) 292-0613  
URL: <http://www.nj.gov/oag/racing/licensing.html>

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## HARBOR PILOT

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O\*NET Code: 53-5021.03

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## NATURE OF WORK

A harbor pilot boards outward or inward bound vessels for the purpose of safely directing the movement of the vessel over and through the waters of the Ports of New York and New Jersey.

License:	Branch Pilot, Deputy Pilot
Agency:	Board of Commissioners of Pilotage of the State of New Jersey
Legal Authority:	NJSA 7:61-2.8 & 2.9

## QUALIFICATIONS

### Education

Must hold a Bachelor's degree from an accredited college or university.

### Experience

#### *Deputy Pilot*

Must serve at least four years as an apprentice, at least three of which shall be consecutive as a listed apprentice, boat keeper or assistant boat keeper.

#### *Branch Pilot*

Must serve two years as a licensed deputy pilot.

### Age

To be a Master, the minimum age is 19; for all others, it is at least 18 years of age. All pilots over the age 68 are precluded from being licensed as a Grade 1 pilot and a Grade 1 pilot who reaches the age of 68 shall automatically be re-designated as a Grade 2 pilot.

### Moral Character

Pilots must subject themselves to drug and alcohol testing requirements. These requirements include the .04 percent standard for alcohol intoxication, drug testing procedures, and the requirement to use a medical review officer. A \$500 surety bond must be posted.

## EXAMINATION

The examination tests the applicant's knowledge of the tides, soundings, bearings and distances of the several shoals, rocks, bars and points of land in the navigation for which a license is applied. In addition a complete physical examination must have been completed within 12 months prior to the application date.

## APPLICATION AND FEES

A notarized application must be submitted to the Board.

### Fees

Processing: ..... \$35.00

## SOURCE OF INFORMATION

United New York/New Jersey  
Sandy Hook Pilots Benevolent Association  
201 Edgewater Street  
Staten Island, NY 10305  
(718) 448-3900  
URL: <http://www.sandyhookpilots.com/>

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## HARNESS RACE DRIVER

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O\*NET Code: 27-2021.03

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### NATURE OF WORK

A harness race driver, sometimes called a harness racer or sulky driver, operates horse-drawn, two-wheeled sulkies in harness races. These horses are often referred to as standardbreds, trotters or pacers. A license is required to drive at any race meet licensed by the New Jersey Racing Commission.

License: Driver Trainer  
Agency: New Jersey Racing Commission  
Legal Authority: NJSA 5:5-22, NJAC 13:71-7

### QUALIFICATIONS

#### Experience

Requirements are based on the class of license requested.

- Fair - Valid for fair meets only, no experience required.
- Qualifying - Valid for qualifying races at pari-mutuel meets. Must demonstrate an ability to drive satisfactorily.
- Provisional - Must perform satisfactorily in qualifying meets.
- Full - Must qualify in one of the three categories listed below:
  1. One year's driving experience with a provisional license plus 25 satisfactory pari-mutuel starts in the prior year;
  2. A provisional license with at least 50 starts and written approval from a licensed pari-mutuel judge; or

3. At least 50 fair starts and 25 satisfactory starts at extended pari-mutuel or Grand Circuit meets in the two calendar year period prior to application. A full license is valid for all meets.

#### Age

Must be at least 16 years of age with working papers.

#### Moral Character

A license will be denied to any individual convicted of illegal possession, sale or distribution of narcotics or hallucinogenic drugs or other "controlled dangerous substances", or a crime involving moral turpitude. All applicants must be fingerprinted on a State card once and on a federal card every five years.

### EXAMINATION

The Commission may require a written examination testing knowledge of racing rules and regulations. Each applicant must have a minimum of 20-40 vision in one eye, corrected, according to certification by a licensed optometrist or ophthalmologist.

### APPLICATION AND FEES

A written application must be submitted to the Commission.

#### Fees

License .....	\$50.00
Fingerprint Processing	
State Card.....	\$40.00
Federal Card.....	\$34.00

### SOURCE OF INFORMATION

Department of Law and Public Safety  
New Jersey Racing Commission  
PO Box 088  
Trenton, NJ 08625-0088  
(609) 292-0613  
URL: <http://www.njpublicsafety.com/racing/licensing.html>

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## **HARNESS RACE HORSE TRAINER**

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O\*NET Code: 39-2011.00

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### **NATURE OF WORK**

A harness race horse trainer prepares standardbred horses, also referred to as trotters or pacers, to race in harness races. Many trainers are also drivers.

License: Trainer  
Agency: New Jersey Racing Commission  
Legal Authority: NJSA 5:5-22, NJAC 13:71-7

### **QUALIFICATIONS**

#### **Experience**

Must have knowledge of the rules of racing and the duties of a trainer. The system of qualification employed by the United States Trotting Association may be accepted as evidence of the necessary experience.

#### **Age**

Must be at least 18 years of age.

#### **Moral Character**

A license will be denied to any individual convicted of illegal possession, sale or distribution of narcotics, hallucinogenic drugs or other controlled dangerous substances or a crime involving moral turpitude. All applicants must be fingerprinted on a State card once and on a federal card every five years.

### **EXAMINATION**

None

### **APPLICATION AND FEES**

A written application must be submitted to the Commission.

#### **Fees**

License.....	\$50.00
Fingerprint Processing	
State Card.....	\$40.00
Federal Card.....	\$34.00

## **SOURCE OF INFORMATION**

Department of Law and Public Safety  
New Jersey Racing Commission  
PO Box 088  
Trenton, NJ 08625-0088  
(609) 292-0613  
URL: <http://www.nj.gov/oag/racing/licensing.html>

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## **HARNESS RACING OCCUPATIONS**

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O\*NET Code: 39-3019.00

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### **NATURE OF WORK**

In addition to those occupations listed individually, the following racing occupations require a license:

- Pari-Mutuel Employee
- Plater
- Stable Employee
- Starter
- Timer
- Vendor
- Veterinarian

License: Various (*specific to each occupation*)  
Agency: New Jersey Racing Commission  
Legal Authority: NJSA 5:5-22, NJAC 13:70, NJAC 13:71-7

### **QUALIFICATIONS**

#### **Age**

Must be at least 16 years of age with working papers.

#### **Residency**

Applicants must be United States citizens or have a valid immigration card.

#### **Moral Character**

A license will be denied to any individual convicted of illegal possession, sale or distribution of narcotics, hallucinogenic drugs or other controlled dangerous substance or crime involving moral turpitude. All applicants must be

fingerprinted on a State card once and on a federal card every five years.

## EXAMINATION

None

## APPLICATION AND FEES

A written application must be submitted to the Commission.

### Fees

Authorized Agent.....	\$50.00
Pari-mutuel Employee .....	\$25.00
Plater .....	\$20.00
Stable Employee .....	\$5.00
Starter.....	\$10.00
Timer.....	\$10.00
Trainer.....	\$50.00
Vendor .....	\$50.00
Veterinarian.....	\$50.00
Fingerprint Processing	
State Card .....	\$40.00
Federal Card .....	\$34.00

## SOURCE OF INFORMATION

Department of Law and Public Safety  
New Jersey Racing Commission  
PO Box 088  
Trenton, NJ 08625-0088  
(609) 292-0613  
URL: <http://www.nj.gov/oag/racing/licensing.html>

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## HEARING AID DISPENSER

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O\*NET Code: 29-1121.00

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## NATURE OF WORK

A hearing aid dispenser is a health professional engaged in the fitting and selling of hearing aids to people with impaired hearing. He or she designs ear molds, adjusts hearing aids, examines people's ears, and evaluates hearing tests.

License: Hearing Aid Dispenser  
Agency: Department of Law and Public Safety  
Legal Authority: NJSA 45:9A-7, NJAC 13:35-8

## QUALIFICATIONS

### Education and Experience

- Proof of successful completion of an approved county college course in hearing aid selection and fitting, or successful completion of a Master's degree in Audiology from an approved accredited college or university.
- Six months of continuous or interrupted training and experience in fitting and dispensing of hearing aids under the direct supervision of a New Jersey licensed hearing aid dispenser. This training must be undertaken within the 24 months preceding the examination; and
- In order to enter this training, the candidate must obtain a training permit or have two years of previous training and experience.

### Age

Must be at least 18 years of age.

### Continuing Education

The Committee shall issue no license renewal unless the applicant confirms on the renewal application that during the previous two years they participated in courses of continuing education as approved by the National Hearing Aid Society.

### Reciprocity

The Committee may issue a certificate of endorsement to applicants who hold current, unsuspended and un-revoked certificates, or licenses in another state or jurisdiction whenever it determines that another state or jurisdiction has requirements and programs equivalent to, or stricter than those in effect in New Jersey.

## EXAMINATION

All holders of training permits and temporary licenses are required to pass a written and practical examination. Exams are given in September and March. The audiometric portion is waived for New Jersey licensed audiologists. A passing grade for the written examination is 70 percent or greater. Candidates who fail all or any section of the written examination shall be required to sit for the entire written examination on the next scheduled test date.

## **APPLICATION AND FEES**

A written, notarized application along with three, full-face passport-size photos must be submitted to the Committee.

### **Fees**

Application.....	\$50.00
Temporary License.....	\$50.00
Examination.....	\$75.00
Training Permit.....	\$50.00
Biennial Registration.....	\$180.00

## **SOURCE OF INFORMATION**

Department of Law and Public Safety  
Division of Consumer Affairs  
Hearing Aid Dispenser Examiners Committee  
PO Box 45038  
Newark, NJ 07101  
(973) 504-6331  
URL: <http://www.njconsumeraffairs.gov/medical/hearingaid.htm>

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## **HOME HEALTH AIDE**

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O\*NET Code: 31-1011.00

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## **NATURE OF WORK**

A homemaker or home health aide is a person who is employed by a home care services agency to perform delegated nursing regimens or nursing tasks, under supervision of a registered professional nurse. He or she provides personal care and homemaking services essential to a patient's health care and comfort at home.

License: Home Health Aide/Homemaker  
Agency: Board of Nursing  
Legal Authority: NJSA 45:11-24, NJAC 13:37-14

## **QUALIFICATIONS**

### **Education**

All applicants must complete a 76-hour training program approved by the Board. The program includes at least 60 hours of classroom instruction and 16 hours of clinical instruction in a patient care setting. The program must be completed within a four-month period. Current students who have completed a course in fundamentals/basic nursing may be granted a waiver.

### **Age**

Must be at least 16 years of age with working papers.

### **Reciprocity**

The Board may issue a certificate to an applicant who has a valid certificate from another state whose requirements are similar to those of New Jersey.

### **Moral Character**

May not be a habitual user of drugs nor have been convicted of any crime relating to narcotics. Anyone convicted of a crime involving violence, theft or drugs will not receive state certification. All applicants must undergo a criminal history background check.

### **Standards of Conduct**

A licensee shall not engage in sexual conduct with a client or patient with whom he or she has a client or patient-nurse relationship.

## **EXAMINATION**

None

## **APPLICATION AND FEES**

A written application, accompanied by other required documentation and appropriate fee, must be submitted.

### **Fees**

Application.....	\$50.00
Initial License .....	\$30.00

## **SOURCE OF INFORMATION**

Department of Law and Public Safety  
Division of Consumer Affairs  
Board of Nursing  
PO Box 45010  
Newark, NJ 07101  
(973) 504-6503  
URL: <http://www.njconsumeraffairs.gov/medical/nursing.htm>



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## HOME INSPECTOR

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O\*NET Code: 47-4011.05

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### NATURE OF WORK

A home inspector examines the condition of a residential dwelling, on behalf of a client, for which the client is charged a fee. He or she inspects and provides a written evaluation of the following components of a residential building; heating system, cooling system, plumbing system, electrical system, structural components, foundation, roof, masonry structure, exterior and interior components as determined by the committee.

License: Home Inspector  
Agency: State Board of Professional  
Engineers and Land Surveyors  
Legal Authority: NJSA 45:8-72 NJAC 13:40-15

### QUALIFICATIONS

#### Education and Experience

- Proof of successful completion of the 180-hour home inspection course of study at an approved school, which shall include not less than 40 hours of unpaid field-based inspections, under the supervision of a licensed home inspector; or
- Submit a list of 250 fee paid home inspections performed in the presence of and under the direct supervision of a licensed home inspector who supervised and takes full responsibility for the inspection and any report produced. You must also provide proof of supervision by submitting the certification(s) of on -site direct supervision under a licensed home inspector which must coincide with the list of 250 inspections provided.

#### Age

Must be at least 18 years of age.

#### Residency

Must be a United States citizen.

#### Continuing Education

Each home inspector shall be required to complete during the preceding biennial period a minimum of 40 units of continuing education in courses and programs as approved by the Home Inspection

Advisory Committee. The Committee shall maintain a list of all programs, courses and lecturers at the Board office.

### Credentials

Every licensed home inspector and associate home inspector who is engaged in home inspection shall secure, maintain and file with the Board a certificate of an error and omissions insurance policy, which shall be in a minimum of \$500,000 per occurrence. An original certificate from the insurance carrier must be sent to the Board.

### Moral Character

Must be of good moral character.

### EXAMINATION

Proof of successful completion of the National Home Inspector Examination (EBPHI).

### APPLICATION AND FEES

Must submit a written application.

#### Fees

Application.....	\$125.00
License .....	\$500.00
Late Renewal.....	\$50.00

### SOURCE OF INFORMATION

Department of Law and Public Safety  
Division of Consumer Affairs  
Home Inspection Advisory Committee  
PO Box 45043  
124 Halsey Street, 3<sup>rd</sup> Floor  
Newark, NJ 07101  
(973) 504-6460  
URL:  
<http://www.njconsumeraffairs.gov/nonmedical/hiac.htm>

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## HOME REPAIR CONTRACTOR

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O\*NET Code: 11-9021.01

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### NATURE OF WORK

A home repair contractor is any person engaged in the business of selling goods or services pursuant to a home repair contract. Licensing is only required for individuals who offer the ability to finance the work to be done.

License: Home Repair Contractor  
Agency: Department of Banking and Insurance  
Legal Authority: NJSA 17:16C-62, NJAC 3:19-1.1

## **QUALIFICATIONS**

### **Place of Business**

A licensed home repair contractor must maintain a place of business in New Jersey for the transaction of business and must identify his or her premises by a sign as permitted by the laws of the local municipality. The sign must be legible to a visitor entering the main entrance and shall contain the words "licensed and a home repair contractor". A home repair contractor operating from a private residence must register his or her use of the residence as a place of business with the nearest post office and telephone company.

### **Registration**

Applicants are required to register with the New Jersey Department of Law & Public Safety, Division of Consumer Affairs, Regulated Business Section.

### **Insurance**

Applicants must carry workers' compensation and public liability insurance.

## **EXAMINATION**

None

## **APPLICATION AND FEES**

A written application accompanied by other required documentation and appropriate fee must be submitted.

### **Fees**

Biennial License.....\$300.00

## **SOURCE OF INFORMATION**

Department of Banking and Insurance  
Division of Banking  
Licensing Services  
PO Box 473  
Trenton, NJ 08625-473  
(609) 292-5340  
URL: <http://www.nj.gov/dobi/index.shtml>

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## **HOME REPAIR SALESMAN**

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O\*NET Code: 41-3099.98

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## **NATURE OF WORK**

A home repair salesman is any individual who sells home repair contracts on behalf of a home repair contractor.

License: Home Repair Salesman  
Agency: Department of Banking and Insurance

Legal Authority: NJSA 17:16C-62, NJAC 3:19-1.1

## **QUALIFICATIONS**

### **Employment**

A home repair salesman must be in the employ of a licensed home repair contractor and may only represent one licensed home repair contractor at a time.

### **Moral Character**

Must not have been arrested, indicted and convicted of any crime or misdemeanor other than a motor vehicle violation.

## **EXAMINATION**

None

## **APPLICATION AND FEES**

A written application accompanied by the appropriate fee must be submitted.

### **Fees**

Biennial License .....\$60.00

## **SOURCE OF INFORMATION**

Department of Banking and Insurance  
Division of Banking  
Licensing Services  
PO Box 473  
Trenton, NJ 08625-473  
(609) 292-5340  
URL: <http://www.nj.gov/dobi/index.shtml>

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## INSURANCE PRODUCER

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O\*NET Code: 41-3021.00

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### NATURE OF WORK

An insurance producer is any person required to be licensed under the laws of the State to sell, solicit or negotiate insurance. This includes those traditionally acting as an insurance agent, insurance broker, or insurance consultant. This person may receive salary, commissions or brokerage fees in accordance with the laws of this State.

License: Insurance Producer  
Agency: Department of Banking and Insurance  
Legal Authority: NJSA 17:22A-26 et seq.; NJCA 11:17-1

### QUALIFICATIONS

#### Education

All first time candidates must complete a 15-hour course in insurance regulations, in addition to a course of instruction relating to the line of authority, as noted below:

- Life - 20 hours
- Health - 20 hours
- Life and Health - 40 hours
- Property (20 hours) and Casualty (20 hours) - 40 hours
- Title Insurance - 20 hours
- Variable – 20 hours

Note: Insurance producers with life authority may transact viatical settlements.

#### Age

Must be at least 18 years of age.

#### Residency

Must be a resident of New Jersey or must have a principal office in this State. A non-resident license may be issued to any individual who has qualified for a resident license in another state.

### Continuing Education

Must complete 27 hours of continuing education instruction. Twenty-four of these credits must relate to their licensed line of authority and three must be completed in courses related to Professional Ethics.

### Moral Character

May not have been convicted of a crime involving moral turpitude or any other crime reflecting on the applicant's fitness for licensure. Electronic fingerprinting is required.

### EXAMINATION

Written examinations are administered during the week at locations throughout the State. Consult agency on limited line licenses.

### APPLICATION AND FEES

Applicants may apply online at <http://www.njdobi.org/insmnu.shtml> or by submitting a written application.

Applicants shall schedule an electronic fingerprint scan through the approved New Jersey vendor. Information can be found online at <http://www.njdobi.org/insmnu.shtml>.

#### Fees

Initial License.....	\$190.00
Disabled Veteran.....	\$0.00
Biennial Renewal .....	\$170.00
Fingerprinting.....	\$78.00

### SOURCE OF INFORMATION

Department of Banking and Insurance  
Division of Insurance  
Producer Licensing Unit  
PO Box 327

Trenton, NJ 08625-0327  
(609) 292-4337

URL: <http://www.njdobi.org/insmnu.shtml>

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## INTERIOR DESIGNER

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O\*NET Code: 27-1025.00

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### NATURE OF WORK

An interior designer works in the preparation and administration of interior design documents. These documents may include drawings, schedules and specifications which pertain to the design intent and planning of interior spaces, including furnishings, layouts, partitions, fixtures, cabinetry, lighting location and type, among others.

License: Certified Interior Designer  
Agency: State Board of Architects and  
Certified Landscape Architects  
Legal Authority: NJSA 45:3-31 NJAC 13:27-9

### QUALIFICATIONS

#### Age

Must be at least 18 years of age.

#### Education

- Graduate of a five-year interior design program accredited by the Council for Interior Design Accreditation (CIDA) and has completed at least one year of diversified interior design services experience;
- Graduate of a four-year interior design program by the Council for Interior Design Accreditation (CIDA) and has completed at least two years of diversified interior design services experiences; or
- Graduate of a two-year interior design program approved by the Committee and has completed four years of diversified interior design services experience

#### Continuing Education

For each succeeding biennial renewal period, the certificate holder shall complete a minimum of 12 continuing education credit hours related to interior design services. Of these 12 hours, at least six must concern health, safety and welfare issues related to interior design services.

#### Moral Character

Demonstrate good moral character by furnishing three personal references. No individual providing a reference shall be related to the applicant.

## EXAMINATION

Must successfully complete the National Council on Interior Design Qualification (NCIDQ) examination.

#### Grandfathering

Certification without written examination. Please contact the Board for requirements and restrictions.

### APPLICATION AND FEES

Must submit a completed application provided by the Board.

#### Fees

Application..... \$125.00  
Biennial Renewal..... \$160.00  
Reinstatement..... \$100.00

### SOURCE OF INFORMATION

Department of Law and Public Safety  
Interior Design Examination and Evaluation  
Committee  
P.O. Box 45001  
Newark, NJ 07101  
(973) 504-6385  
URL: <http://www.njconsumeraffairs.gov/nonmedical/interior.htm>

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## INVESTMENT ADVISOR REPRESENTATIVE

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O\*NET Code: 13-2052.00

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### NATURE OF WORK

An investment advisor representative is engaged in the business of making recommendations and/or rendering advice regarding securities. He or she solicits offers or negotiates for the sale of investment advisory services.

Registration: Investment Advisor  
Representative  
Agency: Department of Law and Public  
Safety, Bureau of Securities  
Legal Authority: NJSA 49:3-49(s), NJAC  
13:47A-3A.1

## QUALIFICATIONS

### Employment

Must be employed by a registered investment advisor firm.

### EXAMINATION

Must pass the Series 65 or appropriate examination approved by the Bureau of Securities, or have obtained a Bureau-approved professional designation. The National Association of Securities Dealers administers examinations. Waivers are on a case-by-case basis.

### APPLICATION AND FEES

A written notarized application on (Form ADV) pursuant to (NJSA 49:3-49(g)) must be submitted to the Bureau, along with a State Police Fingerprint Card or registration processed through the National Association of Securities Dealers' Investment Advisor Registration Depository. A current financial statement is also required.

### Fees

Application..... \$100.00

### SOURCE OF INFORMATION

Department of Law and Public Safety  
Division of Consumer Affairs  
Bureau of Securities  
PO Box 47029  
Newark, NJ 07101  
(973) 504-3600  
URL: <http://www.njsecurities.gov/>

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## JOCKEY

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O\*NET Code: 27-2021.02

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### NATURE OF WORK

A jockey rides racehorses in a race licensed by the New Jersey Racing Commission. He or she is usually employed by a licensed owner or trainer to ride a horse in a specific race, or several races, under the same owner or trainer.

License: Jockey or Apprentice Jockey  
Agency: New Jersey Racing Commission  
Legal Authority: NJSA 5:5, NJAC 13:70-9

## QUALIFICATIONS

### Experience

A license will not be granted to any person who has never ridden in a race. To become an apprentice jockey, an applicant must have at least one year experience with a racing stable and must obtain a certificate of proficiency from a starter.

### Age

Must be at least 16 years of age with working papers.

### Name

A jockey must ride under his or her legal name.

### Residency

Must be a United States citizen or have a valid immigration card.

### Moral Character

A license will be denied to any individual convicted of a crime involving moral turpitude or a crime involving illegal possession of narcotics, hallucinogenic drugs or any other controlled dangerous substance. All applicants must be fingerprinted on a State card once and a federal card every five years.

### EXAMINATION

None

### APPLICATION AND FEES

A written application must be submitted to the Commission.

### Fees

License  
Jockey .....\$50.00  
Jockey Apprentice.....\$30.00  
Fingerprint Processing  
State Card.....\$40.00  
Federal Card.....\$34.00

### SOURCE OF INFORMATION

Department of Law and Public Safety  
New Jersey Racing Commission  
PO Box 088  
Trenton, NJ 08625-0088  
(609) 292-0613  
URL: <http://www.nj.gov/oag/racing/licensing.html>

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## LABORATORY DIRECTOR

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O\*NET Code: 29-2011.02

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### NATURE OF WORK

A laboratory director, sometimes called a chief medical technologist, is a health professional who supervises and coordinates the activities of workers performing chemical, microscopic, and bacteriologic tests to obtain data for use in the diagnosis and treatment of diseases.

License: Laboratory Director Specialty License  
Agency: Board of Medical Examiners  
Legal Authority: NJSA 45:42, NJAC 8:45

### QUALIFICATIONS

#### Education

A doctorate degree from an accredited university in one or more of the following specialty fields: Biochemical Genetics, Clinical Chemistry, Cytogenetics, Microbiology or Toxicological Chemistry.

#### Experience

At least one year's experience during the three years preceding application in one of the specialty fields listed under Education above. National certification by at least one certifying agency acceptable to the Board is required. Some approved agencies are:

- American Board of Bio-analysis
- American Board of Clinical Chemistry
- American Board of Medical Microbiology
- American Board of Pathology
- American Osteopathic Board of Pathology
- American Society of Cytopathology

### EXAMINATION

None

### APPLICATION AND FEES

A written application accompanied by documentation of education and experience must be submitted to the Board.

### Fees

Application..... \$125.00  
Licensure..... \$150.00  
Biennial Registration ..... \$230.00

### SOURCE OF INFORMATION

Department of Law and Public Safety  
Division of Consumer Affairs  
Board of Medical Examiners  
PO Box 183  
Trenton, NJ 08625-0183  
(609) 826-7100  
URL: <http://www.njconsumeraffairs.gov/medical/bme.htm>

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## LANDSCAPE ARCHITECT

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O\*NET Code: 17-1021.00

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### NATURE OF WORK

A landscape architect consults, evaluates and plans projects principally directed at the functional and aesthetic use of land. He or she prepares and files sketches, drawings, plans and specifications for a project.

License: Certified Landscape Architect  
Agency: State Board of Architects and Certified Landscape Architects  
Legal Authority: NJSA 45:3A, NJAC 13:27-8

### QUALIFICATIONS

#### Education

Must hold a professional degree in landscape architecture from a college or university approved by the American Society of Landscape Architects.

#### Experience

Must be engaged in practical landscape architectural work satisfactory to the Board. The experience shall be obtained after the completion of the educational requirement and be for two years, one of which is full-time under the supervision of a certified or licensed landscape architect, architect, professional planner or professional engineer.

#### Age

Must be at least 18 years of age.

### **Continuing Education**

A certificate holder shall not be required to obtain continuing education hours during the first biennial renewal period in which the first license is obtained. For each succeeding biennial renewal period, a minimum of 24 hours of continuing education is required. A maximum of 12 hours in excess of the required 24 hours may be carried over into the succeeding biennial period.

### **Moral Character**

Must be of good moral character.

### **Reciprocity**

A certificate may be issued to an applicant who holds a current Council of Landscape Architectural Registration Board Certification and also pass a 50-question multiple-choice examination on New Jersey plant materials, soil types, geology, laws, and regulations.

### **EXAMINATION**

Applicants must pass the current Landscape Architect Registration Examination of the Council of Landscape Architectural Registration Board. In addition, all applicants must pass a 50-question multiple-choice examination on New Jersey plant materials, soil types, geology, laws and regulations.

### **APPLICATION AND FEES**

A written application must be filed with the Board.

#### **Fees**

Application.....	\$125.00
License.....	\$160.00
Biennial Registration .....	\$160.00
Reciprocity.....	\$75.00
Examination.....	\$100.00

### **SOURCE OF INFORMATION**

Department of Law and Public Safety  
Division of Consumer Affairs  
Board of Architects and Certified Landscape Architects  
PO Box 45001  
Newark, NJ 07101  
(973) 504-6385  
URL: <http://www.njconsumeraffairs.gov/nonmedical/architects.htm>

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## **LANDSCAPE IRRIGATION CONTRACTOR**

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O\*NET Code: 11-9021.02

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### **NATURE OF WORK**

A landscape irrigation contractor is engaged to do construction, repair, maintenance, improvement, and/or alteration of any portion of a landscape irrigation system.

License:	Certified Landscaping Irrigation Contractor
Agency:	Department of Environmental Protection
Legal Authority:	NJSA 45:5AA-6 (t) and (g), NJAC 7:62

### **QUALIFICATIONS**

#### **Education**

Please check with the Department regarding educational substitution acceptance.

#### **Experience**

Three years working with the construction, repair maintenance, improvement, and alteration of a landscape irrigation system and/or educational experience regarding landscape irrigation systems. Credit for educational experience may only be utilized to satisfy a maximum of one year of the three-year requirement. Experience must be while working under the supervision of a certified irrigation contractor.

#### **Age**

Must be at least 18 years or older.

#### **Moral Character**

Must be of good moral character.

### **EXAMINATION**

Written examinations are held three times a year. If applicant fails, he or she must wait for a period of six months to re-take examination.

### **APPLICATION AND FEES**

An application must include the applicant's name, home address, social security number, business address, business trade name, Federal employer

identification number, New Jersey sales tax number, insurance company name and policy number for general liability/workmen's compensation insurance, a description of the applicant's experience and the appropriate fee.

### **Fees**

Application.....	\$45.00
Re-Application .....	\$45.00
Examination.....	\$150.00
Examination Re-Take.....	\$150.00
Certification (Initial).....	\$300.00
Certification Renewal (Biennial).....	\$300.00

### **SOURCE OF INFORMATION**

Department of Environmental Protection  
Division of General Management and Budget Services  
Examination and Licensing Unit  
PO Box 441  
Trenton, NJ 08625-0441  
(609) 777-1013

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## **LEAD ABATEMENT PLANNER**

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O\*NET Code: 47-4041.03

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### **NATURE OF WORK**

A lead abatement planner is involved in the planning and designing of lead abatement projects. These projects include environmental controls, decontamination procedures, and containment. He or she plans all work for the project.

License: Lead Abatement Planner/Project Designer  
Agency: Department of Health and Senior Services  
Legal Authority: NJSA 26:1Q, NJAC 8:62

### **QUALIFICATIONS**

#### **Education**

All applicants must attend a 56-hour training course certified by the Department and pass an examination thereon.

#### **Age**

Must be at least 18 years of age.

### **EXAMINATION**

Must pass a written examination approved by the Department and administered by the training provider. A score of 70 percent is required.

### **APPLICATION AND FEES**

A written application must be submitted to the Department along with a recent full-face passport-size photograph and proof of course completion. Also, a copy of applicant's examination score must be submitted.

### **Fees**

Biennial Permit ..... \$200.00

### **SOURCE OF INFORMATION**

Department of Health and Senior Services  
Consumer and Environmental Health Services  
PO Box 369  
Trenton, NJ 08625-0369  
(609) 631-6749  
URL: <http://www.nj.gov/health/eoh/cehsweb/index.html>

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## **LEAD ABATEMENT WORKER-SUPERVISOR**

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O\*NET Code: 47-4041.04

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### **NATURE OF WORK**

A lead abatement worker-supervisor performs or supervises activities which may involve the disturbance and/or abatement of lead-based paint surfaces or soil. Activities may include: removal, encapsulations or enclosure of surfaces covered with lead-based paint. He or she uses methods to eliminate or minimize releases of lead dust or fumes into the air and ensures that work is performed according to local, State, and Federal regulations.

License: Lead Abatement Worker-Supervisor  
Agency: Department of Health and Senior Services  
Legal Authority: NJSA 26:2Q, NJAC 8:62



## QUALIFICATIONS

### Education

Must complete a training course certified by the Department.

- Worker - 32 hours
- Supervisor - 40 hours

### Experience

*Supervisor, Housing/Public Building*

A minimum of one year of experience as a lead abatement worker and a minimum of two years experience in a related field or the construction trades.

*Supervisor, Commercial Buildings/Superstructures*

A minimum of two years of experience in commercial or industrial painting, a minimum of 90 days of experience in field supervision or management in hazardous paint removal within the previous 24 months, and work experience demonstrating knowledge of relevant safety practices, waste handling procedures, and environmental monitoring.

### Age

Must be at least 18 years of age.

## EXAMINATION

Must pass a written examination approved by the Department and administered by an independent private contractor. A score of at least 70% is required.

## APPLICATION AND FEES

A written application must be submitted to the Department along with a recent full-face passport-size photograph and proof of course completion. Also, a copy of applicant's examination score must be submitted.

### Fees

Worker Permit..... \$80.00  
Supervisor Permit..... \$150.00

## SOURCE OF INFORMATION

Department of Health and Senior Services  
Consumer and Environmental Health Services  
PO Box 369

Trenton, NJ 08625-0369

(609) 631-6749

URL: <http://www.nj.gov/health/eoh/cehsweb/index.html>

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## LEAD INSPECTOR/RISK ASSESSOR

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O\*NET Code: 13-1041.00

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## NATURE OF WORK

A lead inspector/risk assessor tests surfaces and soil which are suspected to contain lead. They evaluate lead-based paint surfaces and prepare a comprehensive report of the existence of lead content and potential hazard risk to a building's occupants.

License: Lead Inspector/Risk Assessor

Agency: Department of Health and Senior Services

Legal Authority: NJSA 26:2Q, NJAC 8:62

## QUALIFICATIONS

### Education

Applicants must attend a 40-hour training course certified by the Department and pass an examination thereon.

### Experience

- One year in a related field (i.e. asbestos, lead, environmental remediation work, construction-related health and safety inspection) and one of the following:
  - A Bachelor's degree and one additional year of experience in a related field;
  - Certification as a sanitary inspector-grade 1, health officer, industrial hygienist, engineer, registered architect, or environmentally-related scientific field, such as environmental scientist; or
  - A high school diploma and at least two additional years of experience in a related field.

## **Age**

Must be at least 18 years of age.

## **EXAMINATION**

Must pass a written examination approved by the Department and administered by a private contractor. A score of at least 70% is required.

## **APPLICATION AND FEES**

A written application must be submitted to the Department along with a recent passport-size photograph and proof of course completion. Also, a copy of applicant's examination score must be submitted.

## **Fees**

Biennial Permit.....\$150.00

## **SOURCE OF INFORMATION**

Department of Health and Senior Services  
Consumer and Environmental Health Services  
PO Box 369  
Trenton, NJ 08625-0369  
(609) 631-6749  
URL: <http://www.nj.gov/health/eoh/cehsweb/index.html>

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## **LEARNING DISABILITIES TEACHER-CONSULTANT**

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O\*NET Code: 25-2043.00

## **NATURE OF WORK**

A learning disabilities teacher-consultant makes an assessment and analysis of a pupil's learning characteristics, plans and prepares instructional strategies, participates on a child study team in the planning of educational programs, serves as a consultant to classroom teachers and provides in-service education for the instructional staff.

License: Learning Disabilities Teacher-Consultant  
Agency: Department of Education  
Legal Authority: NJSA 18A:46-5, NJAC 6:11-11.6

## **QUALIFICATIONS**

### **Education**

A Master's degree from an accredited or approved institution, plus completion of an approved program for the preparation of learning disabilities teacher or 24 semester-hour graduate courses in approved subject areas.

### **Experience**

Three years of successful teaching experience and a standard New Jersey instructional certification.

### **Moral Character**

All applicants must undergo a criminal history background check.

## **EXAMINATION**

None

## **APPLICATION AND FEES**

A written application must be submitted. Please contact the Department concerning pending changes to the rules and regulations that may affect this certification.

## **Fees**

Certificate..... 75.00

## **SOURCE OF INFORMATION**

Department of Education  
Office of Licensing and Credentials  
PO Box 500  
Trenton, NJ 08625-0500  
(609) 292-2070  
URL: <http://www.nj.gov/njded/educators/license/>

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## **LIBRARIAN**

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O\*NET Code: 25-4021.00

## **NATURE OF WORK**

A librarian is a professional whose office or position in a public library requires that they have the knowledge and techniques of library science. In New Jersey, any library supported in whole or in part by public funds, in a municipality or group of municipalities having a population of 10,000 or more, must employ a professional librarian.

License: Professional Librarian  
Agency: New Jersey State Library,  
Thomas Edison State College  
Legal Authority: NJSA 45:8A, NJAC 6:11-10

## **QUALIFICATIONS**

### **Education**

Must have a Master's degree in library or information science in an approved library program. Programs are offered at Rowan University of New Jersey and at Rutgers, The State University, Graduate School of Library and Information Science.

### **Age**

Must be at least 18 years of age.

## **EXAMINATION**

None

## **APPLICATION AND FEES**

A written application accompanied by an official school transcript must be submitted to the Office of the Registrar at the New Jersey State Library. Please contact the Registrar for duplicate certificates and any changes to rules and regulations that may affect this certification.

### **Fees**

Application.....\$75.00

## **SOURCE OF INFORMATION**

New Jersey State Library  
Thomas Edison State College  
Office of the Registrar  
101 W. State St.  
Trenton, NJ 08608-1176  
(609) 984-1180  
URL: <http://www.njstatelib.org/>

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## **LICENSED PRACTICAL NURSE**

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O\*NET Code: 29-2061.00

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## **NATURE OF WORK**

A licensed practical nurse is a health service worker who performs some basic nursing services under the direction of a registered nurse or

licensed physician or dentist. Tasks include reinforcing patient and family teaching, health counseling, and supportive and restorative patient care.

License: Practical Nurse  
Agency: Board of Nursing  
Legal Authority: NJSA 45:11, NJAC 13:37

## **QUALIFICATIONS**

### **Education**

- Applicants must complete a 10<sup>th</sup> grade education or equivalent and a course of at least 44 weeks in an approved school of practical nursing.
- Must submit a completed application, which requests information concerning the applicant's education and experiential background.

### **Foreign Trained**

A foreign trained nurse must complete an application that includes:

1. Educational and experiential background;
2. Transcript review performed by the Commission on Graduates of Foreign Nursing Schools (CGFNS);
3. Proof that applicant has achieved a passing score on the Test of English as a Foreign Language (TOEFL) exam or an English Language evaluation by the CGFNS;
4. A Criminal history background Check clearance; and
5. Pass the NCLEX-PN licensing examination.

### **Age**

Must be at least 18 years of age.

### **Endorsement**

A license by endorsement will be issued to applicants holding a valid license in another state which meets New Jersey requirements.

### **Moral Character**

Must not be habitual user of drugs nor have been convicted of any crime relating to narcotic drugs. All applicants must undergo a criminal history background check.

## **Continuing Education**

Each applicant must maintain records and report to the Board on the completion of 20 continuing education credits during each biennial period.

## **EXAMINATION**

The examination is the NCLEX-PN. Exams are given by appointment.

## **APPLICATION AND FEES**

A written application must be filed with the Board in compliance with scheduled deadline dates.

### **Fees**

Application.....	\$75.00
Examination.....	\$50.00
Initial License.....	\$120.00
Endorsement License.....	\$120.00

## **SOURCE OF INFORMATION**

Department of Law and Public Safety

Division of Consumer Affairs

Board of Nursing

PO Box 45010

Newark, NJ 07101

(973) 504-6503

URL: <http://www.njconsumeraffairs.gov/medical/nursing.htm>

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## **LOCKSMITH**

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O\*NET Code: 49-9094.00

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## **NATURE OF WORK**

A locksmith installs, repairs, rebuilds, recodes, adjusts, services or bypasses a mechanical or electronic locking device for controlling access to premises, vehicles, safes, vaults, safe doors, lock boxes, automatic teller machines or other devices for safeguarding areas where access is meant to be limited.

License: Locksmith  
Agency: Department of Law and Public Safety  
Legal Authority: NJSA 45:5A-27 NJAC 13:31A

## **QUALIFICATIONS**

### **Education**

- A high school diploma or equivalency certificate;
- Four hours of training in basic electronics and four hours in trade related subjects, or have successfully passed the competency exam administered by the Department, or have obtained a Certified Locksmith rating by the Associated Locksmiths of America (ALOA), or have obtained a Certified Institutional Locksmith rating by the Institutional Locksmiths' Association (ILA).
- Successful completion of a total of four hours of training in the Barrier Free Subcode and the Americans with Disabilities Act Code.

### **Grandfathering**

Notwithstanding the provisions of NJAC 13:31A-2.1, a licensee engaged in locksmithing services shall be grandfathered by the Department upon payment of the prescribed fee, application and proof that he or she has met all grandfathering provisions.

### **Experience**

At least three years of practical hands-on experience in the provision of locksmithing services, as defined in NJAC 13:31A-1.2, equal to a minimum of 5,040 hours or completion of a two-year apprenticeship program in the provision of locksmithing services approved by the Bureau of Apprenticeship and Training of the U.S. Department of Labor.

### **Age**

Must be at least 18 years of age.

### **Continuing Education**

Each applicant for triennial license renewal shall complete during the preceding triennial period a minimum of 36 credits of continuing education.

### **Reciprocity**

An applicant holding a valid registration, certification, or license from another state or political subdivision with substantially equal or greater requirements to those of New Jersey, may be issued a license without examination.

### **Moral Character**

Must be of good moral character pursuant to NJSA 45:5A-27. The applicant must not have been convicted of a crime of the first, second or third degree within ten years prior to the filing of the application for licensure.

### **EXAMINATION**

All applicants for a license shall obtain a passing score on the locksmith examination. Those taking the examination for the first time shall be required to take all sections of the examination. Contact the Department for waiver of examination requirements.

### **APPLICATION AND FEES**

Application for licensure must be in writing and include two, full-face photographs of the applicant. Applicants must also provide a criminal history and his or her fingerprints in such manner as directed by the Division of Consumer Affairs.

#### **Fees**

Application.....	\$150.00
Initial License.....	\$120.00
Triennial Renewal.....	\$120.00

### **SOURCE OF INFORMATION**

Department of Law and Public Safety  
Division of Consumer Affairs  
Burglar Alarm, Fire Alarm, and Locksmithing  
Advisory Committee  
PO Box 45042  
Newark, NJ 07101  
(973) 504-6245  
URL: <http://www.njconsumeraffairs.gov/nonmedical/firealarm.htm>

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## **LONGSHOREMAN**

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O\*NET Code: 53-7062.03

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### **NATURE OF WORK**

A longshoreman engages in the physical movement of waterborne freight or performs labor or services incidental to the movement of waterborne freight.

License: Longshoreman  
Agency: Waterfront Commission of New York Harbor  
Legal Authority: NJSA 32:23-6, 32:23-27, 32:23-85

### **QUALIFICATIONS**

#### **Age**

Must be at least 16 years of age with working papers.

#### **Residency**

Proof of residence, birth, and other personal information, if applicable, may be required.

#### **Moral Character**

Must not have a serious criminal record. Must be fingerprinted and photographed.

### **EXAMINATION**

None

### **APPLICATION AND FEES**

Applications must be notarized.

#### **Fees**

Fingerprint Processing	
New York Residents .....	\$99.00
New Jersey Residents .....	\$78.00

### **SOURCE OF INFORMATION**

Waterfront Commission of New York Harbor  
39 Broadway, 4<sup>th</sup> Floor  
New York, NY 10006  
(212) 742-9280  
URL: <http://www.wcnyh.org/lic.htm>

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## **MANICURIST**

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O\*NET Code: 39-5092.00

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### **NATURE OF WORK**

A manicurist cleans, shapes, and polishes a customer's fingernails and toenails, removes previously applied nail polish and performs other treatments to beautify the nails. A manicurist may also remove superfluous hair from the face, arms, legs or abdomen by use of depilatories, waxing or tweezers, but not by the use of electrolysis. All

work is accomplished in licensed cosmetology and hairstyling shops.

License: Manicurist  
Agency: Board of Cosmetology and Hairstyling  
Legal Authority: NJSA 45:5B, NJAC 13:28

## **QUALIFICATIONS**

### **Education**

Must possess a high school diploma or its equivalent and successfully complete a 200-hour course in manicuring at a licensed school of cosmetology and hairstyling or a public school approved by the New Jersey Department of Education.

### **Age**

Must be at least 17 years of age.

## **EXAMINATION**

Written and practical exams are given every month, and are limited to the practice of manicuring and pedicuring.

## **APPLICATION AND FEES**

An application, accompanied by proof of education and the applicant's birth certificate, must be submitted to the Board.

### **Fees**

Examination.....	\$50.00
Biennial Renewal.....	\$60.00
Permit .....	\$20.00

## **SOURCE OF INFORMATION**

Department of Law and Public Safety  
Division of Consumer Affairs  
Board of Cosmetology and Hairstyling  
PO Box 45003  
Newark, NJ 07101  
(973) 504-6400  
URL: <http://www.njconsumeraffairs.gov/nonmedical/coshair.htm>

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## **MARRIAGE AND FAMILY THERAPIST**

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O\*NET Code: 21-1031.00

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## **NATURE OF WORK**

A marriage and family therapist is a professional who specializes in providing premarital counseling and therapy, pre- and post-divorce counseling and therapy, and family therapy. The practice of marriage and family therapy consists of the application of principles, methods and techniques of counseling and psychotherapy for the purpose of resolving psychological conflict, modifying perception and behavior, altering old attitudes and establishing new ones in the area of marriage and family life.

License: Marriage and Family Therapist  
Agency: Board of Marriage and Family Therapy Examiners  
Legal Authority: NJSA 45:8B, NJAC 13:34

## **QUALIFICATIONS**

### **Education**

- A Master's degree in marriage and family therapy, a Master's degree in social work, or an equivalent graduate course obtained from an accredited institution so recognized at the time of granting the degree; or
- in a related field which provides training and course work substantially equivalent in content to a Master's degree in marriage and family therapy, a post-graduate degree recognized by the Board, or a program of training and course work at an institute accredited by the Commission on Accreditation for Marriage and Family Therapy Education.

### **Experience**

Five years of full time counseling; two of the years must be in marriage and family therapy. Two of the years must have been under the supervision of a person holding a degree specified under "Education" above, him or herself having no less than five years of professional experience.

### **Age**

Must be at least 21 years of age.

### **Continuing Education**

Must complete 40 contact hours of continuing education for license renewal; at least five of these must be in ethical and legal standards related to marriage and family therapy.

### **Reciprocity**

The Board may issue a license by examination of credentials, to any applicant who presents evidence that he or she is licensed or certified as a marriage and family therapist in another State with requirements that the Board accepts.

### **Moral Character**

The Board may deny a license to anyone convicted of a crime involving moral turpitude.

### **EXAMINATION**

None

### **APPLICATION AND FEES**

A written application must be filed with the Board.

#### **Fees**

Examination of Credentials.....	\$75.00
Examination.....	\$65.00
(Plus fee charged by Professional Exam Service)	
Application.....	\$75.00
Initial License and Renewal.....	\$250.00

### **SOURCE OF INFORMATION**

Department of Law and Public Safety  
Division of Consumer Affairs  
Board of Marriage and Family Therapy Examiners  
Professional Counselor Examiners Committee  
PO Box 45044  
Newark, NJ 07101  
(973) 504-6582  
URL: <http://www.njconsumeraffairs.gov/medical/familytherapy.htm>

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## **MECHANICAL INSPECTOR**

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O\*NET Code: 51-9061.02

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### **NATURE OF WORK**

A mechanical inspector is employed by a unit of government, or an approved third party agency, to carry out field inspections and plan review work of mechanical components in one and two family dwellings in accordance with the State Uniform Construction Code.

License: Mechanical Inspector  
Agency: Department of Community Affairs

Legal Authority: NJSA 52:27D-119, NJAC 5:23

### **QUALIFICATIONS**

Applicants must have a valid license in any subcode area and pass the examination. Contact the Bureau of Code Services for specifics.

### **EXAMINATION**

Successful completion of NCPCCI exam test modules 4a and 4b or ICC examination M1 and M2. Either one of those exams qualify for licensure.

### **APPLICATION AND FEES**

A written application must be submitted to the Department.

#### **Fees**

Application.....	\$65.00
Biennial Renewal .....	\$65.00
Examination.....	\$195.00

### **SOURCE OF INFORMATION**

Department of Community Affairs  
Division of Codes and Standards  
Bureau of Code Services  
PO Box 816  
Trenton, NJ 08625-0816  
(609) 984-7834  
URL: <http://www.nj.gov/dca/codes/>

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## MEDICATION AIDE

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O\*NET Code: 31-1072.00

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### NATURE OF WORK

A certified medication aide administers medications to residents/clients of assisted living facilities, comprehensive personal care homes and assisted living programs. This task is accomplished under the direct supervision of a licensed registered nurse.

License: Certified Medication Aide

Agency: Department of Health and Senior Services

Legal Authority: NJSA 26.2H-1, NJAC 8:36



### QUALIFICATIONS

#### Education

- Be able to satisfactorily read, write, and comprehend English and demonstrate arithmetic skills.
- Successfully complete the medication training course, all evaluation exercises contained within the Resource Guide for Medication Management and pass a statewide, standardized, written competency examination.
- Ten hours of continuing education is required for every two-year certification period.

#### Prerequisites

Current certification in good standing as a nurse aide, home health aide or personal care assistant.

### EXAMINATION

Promissor, Inc. administers the examination at eight testing centers in New Jersey. The examination is administered electronically on a personal computer (PC). Reservations for the examination can be made by contacting Promissor at 1-877-374-1151 or online at [www.promissor.com](http://www.promissor.com).

### APPLICATION AND FEES

After successful completion of the training course, candidate applications must be submitted to Promissor, Inc.

#### Fees

Examination..... \$58.00  
(Payable to Promissor, Inc.)

### SOURCE OF INFORMATION

Department of Health and Senior Services  
Division of Long Term Care Systems

PO Box 367

Trenton, NJ 08625-0367

(609) 633-9051

URL: <http://www.nj.gov/health/ltc/index.shtml>

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## MILK SAMPLER AND WEIGHER

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O\*NET Code: 43-5111.00

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### NATURE OF WORK

A milk sampler and weigher is any person who tests, samples, and weighs dairy milk to provide an accurate basis for payments to the farmer. The milk sampler, usually the field representative of a milk dealer, or a milk truck driver (milk hauler) takes a sample of the milk from the farm bulk tank and tests for butterfat content on a percentage basis. The milk is weighed and the quantity recorded in hundredweights (CWT).

License: Milk Sampler and Weigher

Agency: Department of Agriculture

Legal Authority: NJSA 4:12, NJAC 2:60

### QUALIFICATIONS

None



## **EXAMINATION**

All applicants shall obtain a passing score on the written examination.

## **APPLICATION AND FEES**

A written application must be submitted to the Department for certification as a milk sampler and weigher. There is an application fee of \$50.00 for license to purchase milk and cream from farmers.

## **SOURCE OF INFORMATION**

Department of Agriculture  
Division of Marketing and Development  
PO Box 332  
Trenton, NJ 08625  
(609) 292-5646  
URL: <http://www.nj.gov/agriculture/divisions/md/prog/dairy.html#2>

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## **MORTGAGE BANKER AND BROKER**

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O\*NET Code: 13-2072.00

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## **NATURE OF WORK**

A mortgage banker and broker is a financial specialist who either directly or indirectly originates, acquires, negotiates, places or sells mortgage loans in the primary mortgage market. The banker performs these functions for himself or herself, or the firm, while the broker does the same for a third party. Individuals working in savings and loan associations, commercial banks, savings banks, insurance companies, and credit unions are exempt.

License: Mortgage Banker or Mortgage Broker  
Agency: Department of Banking and Insurance  
Legal Authority: NJSA 17:11C, NJAC 3:15

## **QUALIFICATIONS**

### **Age**

Must be at least 18 years of age.

## **Place of Business**

A licensed banker or broker must maintain an office in New Jersey for the transaction of business.

## **Moral Character**

A license may be denied to any individual convicted of an offense involving breach of trust, moral turpitude of fraudulent or dishonest dealing, or has had a final judgment entered against him or her in a civil action upon grounds of fraud, misrepresentation or deceit. Each licensed individual must be bonded prior to doing business.

## **EXAMINATION**

Exams are administered through a private educational testing vendor covering a general knowledge of the laws and regulations of New Jersey concerning first mortgage lending activities as well as knowledge of Federal laws and regulations related to mortgage lending. All candidates for licensure are required to complete a fingerprinting process within 180 days of passing the licensing examination.

## **APPLICATION AND FEES**

A written application accompanied by the required fees and evidence of bonding must be submitted prior to license issuance.

### **Fees**

Application (non-refundable).....\$700.00

## **SOURCE OF INFORMATION**

Department of Banking and Insurance  
Division of Banking  
Licensing Services  
PO Box 473  
Trenton, NJ 08625-0473  
(609) 292-5340  
URL: <http://www.nj.gov/dobi/liclenders.htm>

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## MOVER AND WAREHOUSEMAN

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O\*NET Code: 53-7062.04

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### NATURE OF WORK

A public mover or warehouseman is an individual or entity engaged in the transportation of household goods, office goods or special commodities between points within the State of New Jersey, including from one location to another or the storage of the same, at a single address. They also provide services, such as packing, crating, boxing, furnishing of containers, unpacking, uncrating, reassembling of articles and servicing of appliances.

License: Public Mover and Warehouseman  
Agency: Board of Public Movers and Warehousemen  
Legal Authority: NJSA 45:14D

### QUALIFICATIONS

Own or lease one vehicle for at least one year and possess a New Jersey driver's license.

### EXAMINATION

None

### APPLICATION AND FEES

A written application must be submitted to the Board accompanied by: evidence of insurance, a schedule of rates, a statement of financial condition, a Certificate of Incorporation or authority to do business in New Jersey, a designation of agent, leases or deeds of vehicles/warehouse and sample forms.

#### Fees

Copy of License  
(1<sup>st</sup> and 2<sup>nd</sup> copy each).....\$50.00  
(3<sup>rd</sup> and each subsequent copy) .....\$20.00

## SOURCE OF INFORMATION

Department of Law and Public Safety  
Division of Consumer Affairs  
Office of Consumer Protection  
Regulated Business  
PO Box 45028  
Newark, NJ 07101  
(973) 504-6512  
URL: <http://www.njconsumeraffairs.gov/ocp.htm>

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## MULTIPLE DWELLING INSPECTOR AND OFFICIAL

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O\*NET Code: 47-4011.09

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### NATURE OF WORK

An inspector of hotels and other multiple dwellings carries out field inspections within an enforcing agency, such as a municipality or for the State of New Jersey, under supervision of a licensed housing code official in accordance with the State Hotel and Multiple Dwelling Law and Regulations.

Trainees are licensed to carry out the very basic inspections under the direct supervision of either a licensed inspector of hotels and multiple dwellings or housing code official.

Housing Code Officials are authorized to act as the first-line supervisor in an enforcing agency responsible for the administration and enforcement of the State Hotel and Multiple Dwelling Law and Regulations.

License: Hotel and Multiple Dwelling Inspectors/Officials  
Agency: Department of Community Affairs  
Legal Authority: NJAC 5:10-1A and 1B

### QUALIFICATIONS

#### Education

*Inspector of Hotels and Multiple Dwellings*

- Successful completion of an approved 60-hour course for Inspector of Hotels and Multiple Dwellings.

- Applicants possessing at least an Associate's degree in engineering, code enforcement, or any other related field, are exempt from the above course work.

#### *Trainee*

Applicants possessing at least an Associate's degree in engineering, code enforcement, or any other related field, are exempt from the experience requirement.

#### *Housing Code Official*

- Successful completion of an approved 60-hour course for Housing Code Official.
- Applicants possessing at least an Associate's degree in engineering, code enforcement, or any other related field, are exempt from the above course work. Officials must possess a valid Inspector of Hotels and Multiple Dwellings License.

### **Experience**

#### *Inspector of Hotels and Multiple Dwellings*

- At least four years of full time experience in a skilled craft or profession in the construction industry, such as carpenter, electrician, plumber, draftsman or as a building, fire or housing inspector; or
- Two years of full time experience as an Inspector of Hotels and Multiple Dwellings, Trainee.
- Applicants possessing at least an Associate's degree in engineering, code enforcement, or any other related field, may substitute education for the above required experience on a year-for-year basis.

#### *Trainee*

- At least one year of full time experience in the construction industry, in a skilled craft, such as carpenter, electrician, plumber, or draftsman; or as a building, fire or housing inspector.
- Applicants possessing at least an Associate's degree in engineering, code enforcement, or any other related field, are exempt from the experience requirement.

### **Limitations**

#### *Trainee*

Must complete all requirements for licensure as an Inspector of Hotels and Multiple Dwellings within two years of their licensure as a trainee.

#### *Housing Code Official*

- At least four years of full time experience in a skilled craft or profession in the construction industry, such as carpenter, electrician, plumber, draftsman; or as a building, fire or housing inspector; or as an architect or engineer;
- At least two years full time technical experience in housing management, real estate or code enforcement; or at least two years full time experience as a licensed Inspector of Multiple Dwellings.
- Applicants possessing at least an Associate's degree in engineering, code enforcement, or any other related field, may substitute education for the above required experience on a year-for-year basis.

### **Continuing Education**

Once licensed, the successful candidate will receive comprehensive explanation of the continuing education requirements necessary to renew the license.

### **EXAMINATION**

#### *Inspector of Hotels and Multiple Dwellings*

Must successfully complete the state uniform test module for inspectors of hotels and multiple dwellings.

### **APPLICATION AND FEES**

A written application must be completed by all candidates. All letters or affidavits of certification of experience are to be originals, are signed by authorized personnel only. They must be dated and notarized as "subscribed and sworn to."

### **Fees**

Application.....\$65.00

## **SOURCE OF INFORMATION**

Department of Community Affairs  
Office of Inspector Licensing  
Bureau of Code Services  
PO Box 816  
Trenton, NJ 08625-0816  
(609) 984-7834  
URL: <http://www.nj.gov/dca/codes/>

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## **MUNICIPAL ACCOUNTANT**

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O\*NET Code: 13-2011.01

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### **NATURE OF WORK**

A municipal accountant performs the normal functions of an accountant as they pertain to the financial workings of municipal governments and other governmental agencies in New Jersey.

License: Registered Municipal Accountant  
Agency: Board of Accountancy  
Legal Authority: NJSA 45:2B, NJAC 13:29

### **QUALIFICATIONS**

#### **Education**

Complete at least 150 hours of education, including a baccalaureate or higher degree. An applicant shall be deemed to have satisfied the educational requirement if, as part of the 150 semester hours of education, the applicant has satisfied any one of the following four conditions:

1. A graduate degree with a concentration in accounting from an accounting program or department which has been granted level three accreditation by the American Assembly of Collegiate Schools of Business (AACSB), the Association of Collegiate Business Schools and Programs (ACBSP) or any other national accreditation agency with standards that are substantially similar to the standards utilized by them.
2. A graduate degree from a business school or college of business that has been granted level-two accreditation by standards that are substantially similar to the standards utilized by the AACSB. An applicant may complete an equivalent combination of undergraduate and graduate level coursework based upon a

3:2 ratio such that three credit hours at the undergraduate level are equivalent to two credit hours at the graduate level.

3. A baccalaureate degree from business school or college of business that has been granted level-two accreditation by AACBS, ACBSP or any other national accreditation agency with standards that are substantially similar to the standards utilized by the AACSB or the ACBSP.
4. A baccalaureate or higher degree from an educational institution which has been granted level one accreditation from the Middle States Association of Colleges and Schools, Commission on Higher Education or any other regional accrediting agency with standards utilized by the Middle States Association of Colleges and Schools or the Commission on Higher Education.

#### **Experience**

One year of intensive and diversified experience in the practice of public accounting or its equivalent under the supervision of a Board licensee. Experience shall be based on a minimum of 35 hours per week. Part time experience shall amount to no less than the hours required for full-time, and must be acquired within two consecutive years.

The experience includes intensive and diversified auditing and accounting as determined by regulation of the Board.

#### **Age**

Must be at least 18 years of age.

#### **Continuing Education**

A total of 120 hours of approved continuing education is required during the three years preceding application for license renewal. Of the 120 credit hours, 72 must be in technical subjects and the balance can be in self-improvement subjects such as: communication skills, supervision, and management, but not marketing.

#### **Residency**

An applicant must be a resident of New Jersey or must maintain an office in New Jersey for the regular practice of public accounting, or must be

employed by a firm doing business as a certified public accountant in New Jersey.

### **Reciprocity**

An applicant holding a valid certified public accountant certificate from another state or political subdivision, with substantially equivalent requirements, may be issued a certificate, without examination.

### **EXAMINATION**

Exams are held in December of each year. Examinations are in writing and include questions on:

- Theory and problems of municipal accounting, and
- Municipal law and finance, and auditing.

An overall grade of 75 percent is required.

### **APPLICATION AND FEES**

Applications for original examination shall be accompanied by a full-face passport-type photograph, front view without hat, taken not longer than 30 days prior to submission. Applications are distributed in September and must be submitted by October 15<sup>th</sup> for the exam.

### **Fees**

Examination.....	\$225.00
Re-Examination .....	\$175.00
Triennial Renewal	
Active .....	\$90.00
Not Active .....	\$45.00

### **SOURCE OF INFORMATION**

Department of Law and Public Safety

Division of Consumer Affairs

Board of Accountancy

PO Box 45000

Newark, NJ 07101

(973) 504-6380

URL: <http://www.njconsumeraffairs.gov/nonmedical/accountant.htm>

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## **MUNICIPAL CLERK**

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O\*NET Code: 43-4031.02

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### **NATURE OF WORK**

A municipal clerk functions as the secretary of a municipal corporation or governing body. He or she may also act as chief administrative officer in all elections in the municipality; the chief registrar of voters in the municipality; the administrative officer responsible for the acceptance of applications for licenses and permits; and the local records manager.

License: Registered Municipal Clerk

Agency: Department of Community  
Affairs

Legal Authority: NJSA 40A:9-133

### **QUALIFICATIONS**

#### **Education and Experience**

A high school diploma or equivalent and at least two years of college education is required. An applicant who does not meet the two-year college requirement may substitute, on a year-for-year basis, experience as a deputy municipal clerk, assistant municipal clerk, or other relevant position. Applicants must also have certificates of completion in the following courses:

- Local Election Administration;
- Advanced Duties of the Municipal Clerk;
- Information and Records Management;
- Municipal Finance Administration for Municipal Clerks; and
- Introduction to the Duties of the Municipal Clerk.

#### **Age**

Must be at least 21 years of age.

#### **Citizenship**

Must be a United States citizen.

#### **Continuing Education**

Applicants for renewal must obtain 20 contact hours of instructions with at least two contact hours in each of the following areas: elections,

finance, records, licensing, and professional development.

### **Reciprocity**

Available among the 566 municipalities in New Jersey.

### **Moral Character**

Must be of good moral character.

## **EXAMINATION**

Successful completion of State certifying Registered Municipal Clerk Examination with a minimum grade of 80.

## **APPLICATION AND FEES**

A written application must be submitted.

### **Fees**

Application.....	\$50.00
Certification.....	\$50.00
Recertification .....	\$50.00

## **SOURCE OF INFORMATION**

Department of Community Affairs  
Division of Local Government Services  
101 South Broad Street  
PO Box 803  
Trenton, NJ 08625-0803  
(609) 292-9757  
URL: <http://www.nj.gov/dca/lgs/certunit/certmenu.shtml>

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## **MUNICIPAL FINANCE OFFICER**

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O\*NET Code: 11-3031.01

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## **NATURE OF WORK**

A certified municipal finance officer is responsible for the proper financial administration of the municipality under New Jersey's Local Government Supervision Act (NJS 52:27BB-1 et seq.), Local Bond Law (NJS 40A:2-1 et seq.), Local Budget Law (NJS 40A:4-1 et seq.), Local Fiscal Affairs Law (NJS 40A:5-1 et seq.), Local Public Contracts Law (NJS 40A:11-1 et seq.), and such other statutes, rules and regulations promulgated by the Director of the Division of Local Government Services, the Local Finance

Board, or any other State agency, as may pertain to the financial administration of the municipality.

License: Certified Municipal Finance Officer  
Agency: Department of Community Affairs  
Legal Authority: NJS 40:9-140.1

## **QUALIFICATIONS**

### **Education and Experience**

- A high school diploma or equivalent.
- Graduation from a four-year course at a college or university of recognized standing with a major course of study in business administration, accounting or equivalent subject.
- An applicant who does not possess a college degree may qualify to take the examination by furnishing proof of four years of full time relevant experience with a municipality.
- An applicant who does not possess four years of full time experience in such a position may substitute one year of college education for one year of experience, up to a maximum of two years. Every applicant shall furnish proof that he or she has received certificates indicating satisfactory completion of training courses in:
  - Municipal Finance Administration;
  - Municipal Current Fund Accounting I and II;
  - Municipal Capital and Trust Fund Accounting;
  - Municipal Utility Fund Accounting;
  - Municipal Budget Preparation and Control;
  - Principles of Financial Management; and
  - Preparation of Annual Financial Statements.

Courses are provided by the Division of Local Government Services or Rutgers, The State University, with the approval of the Division of Local Government Services.

### **Age**

Must be at least 21 years old.

### **Citizenship**

Must be a citizen of the United States.

### **Continuing Education**

Renewal of a Municipal Finance Officer certificate requires completion of 30 contact hours of continuing education credit. Applicants for renewal must obtain a minimum of four contact hours in the following areas:

- Accounting;
- Financial and Debt Management;
- Budgeting; and
- Office Management and Ancillary Subjects.

### **Reciprocity**

Available among the 566 municipalities in New Jersey.

### **Moral Character**

Must be of good moral character.

### **EXAMINATION**

In order to be certified as a Municipal Finance Officer, an applicant must pass both parts of a written examination with a minimum average grade of 80.

### **APPLICATION AND FEES**

A Municipal Finance Officer certificate must be renewed every two years. An applicant for renewal must verify that he or she has met the continuing education requirements.

#### **Fees**

Examination.....	\$50.00
Certification .....	\$50.00
Renewal .....	\$50.00

### **SOURCE OF INFORMATION**

Department of Community Affairs  
Division of Local Government Services  
101 South Broad Street  
PO Box 803  
Trenton, NJ 08625-0803  
(609) 292-9757  
URL: <http://www.nj.gov/dca/lgs/certunit/certmenu.shtml>

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## **NUCLEAR MEDICINE TECHNOLOGIST**

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O\*NET Code: 29-2031.00

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### **NATURE OF WORK**

A nuclear medicine technologist performs, under the supervision of a licensed physician, nuclear medicine procedures on people utilizing radiopharmaceuticals for diagnostics purposes.

License: Nuclear Medicine Technologist  
Agency: Department of Environmental Protection  
Legal Authority: NJSA 26:2D-1 et seq., NJAC 7:28-24 et seq.

### **QUALIFICATIONS**

#### **Education**

Successful completion of a course of study in nuclear medicine technology approved by the New Jersey Department of Environmental Protection or its equivalent is required. All schools operating in New Jersey must be approved by the Department prior to enrolling students.

#### **Age**

Must be at least 18 years of age.

#### **Exemptions**

New Jersey licensed physicians who are authorized to use radioactive materials

#### **Internship**

Students must be enrolled in and attending a Department approved school and acting in a Department approved clinical facility. Supervision must be in accordance with NJAC 7:28-24 et seq.

#### **Reciprocity**

The Board may issue a license to an applicant who has met the above qualifications and has passed a Department approved examination or an equivalent as determined by the Department within the last three years and has legally engaged in the practice of nuclear medicine technology for at least 1,000 hours within the last three years. The Department has determined that the American

Registry of Radiologic Technologists and the Nuclear Medicine Technology Certificate Board provide equivalent examinations.

### **Moral Character**

Must be of good moral character.

### **EXAMINATION**

Applicants must pass a Department approved examination or an equivalent examination as determined by the Department. Examinations are only available in a computer format. There are no application due dates. All examination dates are scheduled with the Department's test vendors after the application has been approved and notification from the test vendor is received.

### **APPLICATION AND FEES**

A written application must be submitted prior to the application deadline.

#### **Fees**

Examination.....	\$75.00
Application.....	\$40.00
Biennial Renewal.....	\$40.00

### **SOURCE OF INFORMATION**

Department of Environmental Protection  
Division of Environmental Safety and Health  
Bureau of Radiological Health  
PO Box 415  
Trenton, NJ 08625-0415  
(609) 984-5890  
URL: <http://www.nj.gov/dep/rpp/tec/index.htm>

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## **NURSE AIDE**

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O\*NET Code: 31-1012.00

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### **NATURE OF WORK**

A nurse aide assists in the care of elderly residents of a licensed long term care facility under the direct supervision of a registered nurse or other health care professional. A certification as a Nurse Aide is only required for those individuals employed by a licensed long-term care facility.

License: Nurse Aide, Long Term Care  
Facilities Certification  
Agency: Department of Health and  
Senior Services

Legal Authority: NJSA 26:2H-1, NJAC 8:39-43

### **QUALIFICATIONS**

#### **Education**

- Successful completion of the New Jersey Nurse Aide in Long-Term Care Training and Competency Evaluation Program at an approved training site. The course consists of 50 hours of classroom instruction and 40 hours of clinical instruction.
- Individuals who are not currently enrolled in nursing school, but have successfully completed a course in the fundamentals of nursing within the past year are eligible for a waiver of the nurse aide in long-term care facilities training course and skills examination. An official transcript must be mailed from the school to the nurse aide program.
- Individuals who have received military training as a nurse aide are eligible for a waiver of the nurse aide in long-term care facilities training course and skills examination. A copy of the certificate received from the military must be mailed to the nurse aide program.
- Individuals classified as Certified Out-of-State Aides in another state and listed on that state's nurse aide registry, are eligible for a waiver.

#### **Student Nurses**

Student nurses currently enrolled in an approved school of nursing and graduate nurses who have successfully completed a fundamentals of nursing program do not have to take the training component and clinical skills part of the examination.

#### **Reciprocity**

An individual who is certified in another state or territory of the United States may be entered on the New Jersey Registry. Contact Promissor Customer Care at 1-800-274-5984 and ask to apply for Reciprocity. If you are calling from outside New Jersey, please call: 1-610-617-9300 and ask for Customer Care.



### **Moral Character**

May not be a habitual user of drugs nor have been convicted of any crime relating to narcotics. Anyone convicted of a crime involving violence, theft or drugs will not receive state certification. All applicants must undergo a criminal history background check and be fingerprinted.

### **EXAMINATION**

Promissor administers the examination at eight testing centers in New Jersey. Walk-in testing is not available. Testing is not offered on major holidays or weekends. Reservations for the examination can be made by contacting Promissor at 1-800-374-1151. For recertification, applicants must obtain 12 hours of continuing education units during the previous calendar year.

### **APPLICATION AND FEES**

After successful completion of the training course and the administration of the skills examinations, applications must be submitted to Promissor along with the appropriate fee in the form of a cashier's check, certified check, or money order.

#### **Fees**

Skills and Written .....	\$76.00
Skills and Oral.....	\$86.00
Written Only .....	\$56.00
Oral Only .....	\$66.00
Skills Only .....	\$20.00
Reciprocity.....	\$30.00

### **SOURCE OF INFORMATION**

Department of Health and Senior Services  
Division of Long Term Care Systems  
PO Box 367  
Trenton, NJ 08625-0367  
(609) 633-9051  
URL: <http://www.nj.gov/health/ltc/nacert.shtml>

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## **NURSE-MIDWIFE**

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O\*NET Code: 31-9099.99

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### **NATURE OF WORK**

A certified and/or professional midwife or nurse-midwife manages the care of newborn infants at the time of birth and assists pregnant mothers

during their pregnancy. Their practice includes the provision of maternity care and well-woman care within the health care system.

License: Certified Nurse-Midwife  
Agency: Board of Medical Examiners  
Legal Authority: NJSA 45:10, NJAC 13:35

### **QUALIFICATIONS**

#### **Education**

- Graduation from a midwifery program, accredited by the American College of Nurse-Midwives (ACNM) or the Midwife Education Council (MEAC), or their successor;
- A registered nurse with certification from the ACNM or its successors;
- A Certified Professional Nurse (CPM) who holds certification from the North American Registry of Midwives (NARM) or its successors and has obtained the required education; or
- A Certified Midwife (CM) who is not a registered nurse and hold certification from the ACNM Certification Council or its successors.

#### **Experience**

A candidate must have at least two years of obstetrical clinical experience in a licensed health care facility or comparable experience satisfactory to the Board. Applicants must hold a current registration as professional nurse in New Jersey.

#### **Age**

Must be at least 18 years of age.

#### **Physician Agreement**

In addition to the requirements for licensure, each applicant must establish a written affiliation agreement with a New Jersey licensed physician who holds hospital privileges in operative obstetrics/gynecology. The agreement shall set forth written clinical guidelines that outline the licensee's scope of practice.

#### **Continuing Education**

Prescriptive authorization requires seven contact hours each year.

### **Prescriptive Authorization**

A certified nurse-midwife, who is currently registered with the Board of Medical Examiners, may apply for authorization to prescribe drugs, medicine and devices. Applicants must have completed a minimum of 30 contact hours in a pharmacology course offered by an accredited college or university. Prescriptive authorizations are valid for a period of two years.

### **Reciprocity**

Certified nurse-midwives who hold prescriptive authorization in another state may obtain prescriptive authorization in New Jersey providing, the applicant meets Board requirements.

### **Moral Character**

All applicants must undergo a criminal history background check that includes fingerprinting.

### **EXAMINATION**

None

### **APPLICATION AND FEES**

A completed, notarized application must be submitted with one full-face, passport-style photograph taken within the past six months, a copy of birth certificate, passport or proof of immigration status.

#### **Fees**

Application.....	\$125.00
Biennial Registration.....	\$230.00
Prescriptive Authorization.....	\$50.00
Fingerprinting.....	\$33.00

### **SOURCE OF INFORMATION**

Department of Law and Public Safety  
Division of Consumer Affairs  
Board of Medical Examiners  
Midwifery Liaison Committee  
PO Box 46018  
Newark, NJ 07101  
(973) 273-8009  
URL: <http://www.njconsumeraffairs.gov/medical/midwives.htm>

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## **NURSING HOME ADMINISTRATOR**

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O\*NET Code: 11-9111.03

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### **NATURE OF WORK**

A nursing home administrator manages, directs and coordinates all activities of a licensed nursing home or licensed convalescent home.

License: Nursing Home Administrator  
Agency: Department of Health and Senior Services  
Legal Authority: NJSA 26:2H, NJAC 8:34

### **QUALIFICATIONS**

#### **Education**

An applicant must have, at a minimum, a Bachelor's degree from an institution of higher learning and successfully complete 100 course hours in areas relevant to long-term care administration as determined by the Board.

#### **Experience**

Applicants must have served as an assistant administrator or administrator-in-training in a licensed nursing home with no fewer than 60 beds for at least 1,750 hours at a rate of no more than 50 hours per week. This may be accomplished on a part-time basis and it must be completed in no more than two years prior to submitting the application for examination.

#### **Age**

Must be at least 18 years of age.

#### **Citizenship**

Must be a citizen of the United States or have declared the intent to become a citizen.

#### **Continuing Education**

To qualify for license renewal, the licensed administrator must complete every two years, 40 hours in health related seminars, workshops, lectures, and home-study or formal courses, approved for nursing home administrators.

### **Equivalency**

The Department may issue a license, without examination, to an applicant holding a valid license from another political jurisdiction whose qualifications are equivalent to those of New Jersey.

### **Moral Character**

Must be of good moral character. All applicants must undergo a criminal history background check with fingerprints and bear all associated costs.

### **EXAMINATION**

Examinations are administered online on an on-going basis by Professional Examination Service (PES).

### **APPLICATION AND FEES**

A written application must be submitted to the Department along with an official college transcript, three references attesting to the applicant's character and administrative ability, and proof of completion of the required training.

Examination fee is determined by the professional examination service utilized by the Department for the administration of the examination and approved by the Department with the advice of the Nursing Home Administrator's Board in accordance with NJSA 30:11-13.

### **Fees**

Application.....	\$100.00
License.....	\$300.00
Triennial Renewal.....	\$300.00

### **SOURCE OF INFORMATION**

Department of Health and Senior Services

Division of Long Term Care Systems

PO Box 367

Trenton, NJ 08625-0367

(609) 633-9051

URL: <http://www.nj.gov/health/ltc/index.shtml>

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## **OCCUPATIONAL THERAPIST/OCCUPATIONAL THERAPY ASSISTANT**

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O\*NET Code: 29-1122.00

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### **NATURE OF WORK**

An occupational therapist is a person licensed to work with individuals who have mental, physical, emotional or other conditions that are disabling. These professionals help clients to recover and improve their ability to have independent, productive, and satisfying lives.

An occupational therapy assistant is licensed to assist in the practice of occupational therapy under the supervision of an occupational therapist on a regularly scheduled basis for the purpose of planning, review or evaluation of occupational therapy services.

License:	Occupational Therapist/Occupational Therapy Assistant
Agency:	Occupational Therapy Advisory Council
Legal Authority:	NJSA 45:9-37.51, NJAC 13:44K-2, 3, 4 and 11

### **QUALIFICATIONS**

#### **Education and Experience**

##### *Occupational Therapist*

- A Bachelor's degree in Occupational Therapy, or a Bachelor's degree in any other science and completion of a certificate program in Occupational Therapy; and
- Successful completion of at least 24 weeks of supervised field work experience. Proof of completion must be forwarded by the institution directly to the Council.

##### *Occupational Therapy Assistant*

- An Associate's degree in Occupational Therapy, or an Associate's degree in any other science and completion of a certificate program in Occupational Therapy; and

- Successful completion of at least 12 weeks supervised field work experience. Proof of completion must be forwarded by the institution directly to the Council.

All field work experience documentation must include name, address and telephone number of the institution where field work was completed, dates, number of hours per week, and name of supervisor.

### **Age**

Must be at least 18 years of age.

### **Citizenship**

Federal law limits the issuance of a renewal of professional or occupational licenses, or certificates to U.S. citizens or qualified aliens.

### **Temporary License**

A temporary license is available to an applicant for initial examination as an occupational therapist or occupational therapy assistant provided that they shall work only under the direct supervision of a licensed occupational therapist or a licensed occupational therapy assistant.

### **Moral Character**

Must be of good moral character. All applicants must undergo a criminal history background check with fingerprints, and bear all associated costs.

## **EXAMINATION**

Candidates must pass the certification examination administered by the National Board for Certification in Occupational Therapy (NBCOT) or its predecessor.

## **APPLICATION AND FEES**

The completed application must be submitted with one signed, full-face passport-type photograph, taken within the past six months prior to applying, certified by a notary public. Two certificates of good moral character and the Letter of Certification from NBCOT are also required.

### **Fees**

Application.....	\$100.00
Biennial Registration	
Occupational Therapist.....	\$160.00
Occupational Therapy Assistant.....	\$100.00
Temporary License .....	\$50.00

## **SOURCE OF INFORMATION**

Department of Law and Public Safety  
Occupational Therapy Advisory Council  
124 Halsey Street, 6<sup>th</sup> Floor  
PO Box 45037  
Newark, NJ 07101  
(973) 504-6570  
URL: <http://www.njconsumeraffairs.gov/medical/occuptherapy.htm>

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## **OPERATING ENGINEER – BLUE SEAL**

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O\*NET Code: 47-2073.02

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## **NATURE OF WORK**

An operating engineer operates or supervises the operation of fired, stationary or portable, boilers used to generate steam for heating and/or power. The license is classed by specialty: steam, nuclear, or refrigeration.

License: 3<sup>rd</sup> Class Steam Engineer, Blue Seal  
Agency: Department of Labor and Workforce Development  
Legal Authority: NJSA 34:7, NJAC 12:90

## **QUALIFICATIONS**

### **Experience**

Must have a valid New Jersey High Pressure Boiler Operator-in-Charge license and at least six months subsequent experience in the operation of equipment requiring supervision by a third class steam engineer, or as an assistant in the operation of equipment requiring a 3<sup>rd</sup> class license for shift operation.

### **Age**

Must be at least 18 years of age.

## EXAMINATION

Examinations are held in Trenton and at other locations as called. A score of at least 70 percent is required. The exam consists of 50 multiple-choice questions.

## APPLICATION AND FEES

Applications must be typed or neatly and legibly printed in ink and must be notarized. Management must endorse the application.

### Fees

Application.....	\$100.00
Original Examination.....	\$100.00
Raise of Grade or Additional Certification..	\$80.00
Three-Year Renewal .....	\$80.00
One-Year Renewal.....	\$40.00

## SOURCE OF INFORMATION

Department of Labor and Workforce Development  
Division of Public Safety and Occupational Safety  
and Health

Bureau of Boiler and Pressure Vessel Compliance  
PO Box 392

Trenton, NJ 08625-0392  
(609) 292-2345

URL: <http://www.nj.gov/labor/lssc/lsspsform.html>

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## OPERATING ENGINEER – GOLD SEAL

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O\*NET Code: 47-2073.03

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## NATURE OF WORK

An operating engineer operates or supervises the operation of fired, stationary or portable, boilers used to generate steam for heating and/or power. Licenses are classified by specialty: steam, nuclear, or refrigeration.

License: 1<sup>st</sup> Class (Specialty) Engineer,  
Gold Seal

Agency: Department of Labor and  
Workforce Development

Legal Authority: NJSA 34:7, NJAC 12:90

## QUALIFICATIONS

### Experience

- A valid New Jersey 2<sup>nd</sup> grade license and one year's subsequent experience as a chief engineer in a plant requiring supervision by a 2<sup>nd</sup> grade engineer; or
- A 2<sup>nd</sup> grade license for two years and two years of subsequent experience as an operating engineer in a plant requiring supervision by a 1<sup>st</sup> grade engineer.

## EXAMINATION

Examinations are held in Trenton and at other locations as called. A score of at least 80 percent is required. The exam is in written form with 50 multiple choice questions.

## APPLICATION AND FEES

Applications must be typed or neatly and legibly printed in ink and must be notarized. Management must endorse the application.

### Fees

Application.....	\$100.00
Original Examination.....	\$100.00
Raise of Grade or Additional Certification ..	\$80.00
Three-Year Renewal.....	\$80.00
One-Year Renewal .....	\$40.00

## SOURCE OF INFORMATION

Department of Labor and Workforce Development  
Division of Public Safety and Occupational Safety  
and Health

Bureau of Boiler and Pressure Vessel Compliance  
PO Box 392

Trenton, NJ 08625-0392  
(609) 292-2345

URL: <http://www.nj.gov/labor/lssc/lsspsform.html>

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## OPERATING ENGINEER – RED SEAL

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O\*NET Code: 47-2073.04

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## NATURE OF WORK

An operating engineer operates or supervises the operation of fired, stationary or portable, boilers used to generate steam for heating and/or power.

Licenses are classified by specialty: steam, nuclear, or refrigeration.

License: 2<sup>nd</sup> Class (Specialty) Engineer,  
Red Seal  
Agency: Department of Labor and  
Workforce Development  
Legal Authority: NJSA 34:7, NJAC 12:90

## QUALIFICATIONS

### Experience

Must hold a valid New Jersey 3<sup>rd</sup> grade license and have at least one year's subsequent practical experience in the operation of equipment requiring supervision by a 2<sup>nd</sup> grade or 1<sup>st</sup> grade engineer.

## EXAMINATION

Examinations are held in Trenton and at other locations as called. A score of at least 70 percent is required. The exam consists of 30 multiple choice or 25 multiple choice and five essay questions.

## APPLICATION AND FEES

Applications must be typed or neatly and legibly printed in ink and must be notarized. Management must endorse the application.

### Fees

Application.....	\$100.00
Original Examination.....	\$100.00
Raise of Grade or Additional Certification...	\$80.00
Three-Year Renewal.....	\$80.00
One-Year Renewal .....	\$40.00

## SOURCE OF INFORMATION

Department of Labor and Workforce Development  
Division of Public Safety and Occupational Safety  
and Health  
Bureau of Boiler and Pressure Vessel Compliance  
PO Box 392  
Trenton, NJ 08625-0392  
(609) 292-2345  
URL: <http://www.nj.gov/labor/lssc/lpsform.html>

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## OPHTHALMIC DISPENSER

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O\*NET Code: 29-2081.00

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## NATURE OF WORK

An ophthalmic dispenser, sometimes called an optician, dispenses lenses and eyeglasses to individuals based upon prescriptions from an ophthalmologist or optometrist. He or she fabricates, measures, adapts, fits and adjusts eyeglasses to the face of a client for the aid or correction of visual problems.

License: Ophthalmic Dispenser  
Agency: Board of Examiners of  
Ophthalmic Dispensers and  
Ophthalmic Technicians  
Legal Authority: NJSA 52:17B-41.1, NJAC  
13:33

## QUALIFICATIONS

### Education and Experience

- An Associate's degree in ophthalmic science or equivalent from an accredited institution and work as a full-time apprentice for not less than four nor more than 12 months prior to the exam; or
- Serve as an apprentice for at least 36 months, during which time the applicant must have satisfactorily completed the required number of school hours of Board-approved courses in ophthalmic science.
- During the first year, the apprentice must serve not less than one-half of the time in technical optical procedures and complete not less than the requisite number of credit hours of Board-approved ophthalmic science courses. After 12 months, the apprentice must apply for and pass a qualifying technical examination. Upon passage, the apprentice may continue the period of apprenticeship and must complete the remainder of the Board-approved school hours while working full-time.

### Age

An apprentice must be at least 17 years of age.

### **Continuing Education**

A minimum of 12 credit hours, three of which shall be in dispensing contact lenses, is required for each biennial renewal.

### **Reciprocity**

An apprentice who holds an out-of-state license, has an Associate's degree in ophthalmic science or has completed 30 credits of Board-approved course work in ophthalmic science, and has worked in the optical field for a minimum of three years of the date of application, will be issued a temporary Ophthalmic Dispenser permit. The permit holder will be required to subsequently pass the New Jersey examination.

### **EXAMINATION**

An applicant who has worked as an apprentice for 36 months and has completed 30 credit hours in approved course work or one who otherwise qualifies, must pass a Board-administered examination. The exam is given twice per year.

### **APPLICATION AND FEES**

A written application must be filed at least 30 days prior to the scheduled examination date.

#### **Fees**

Initial Application (Non-Refundable) .....	\$100.00
License.....	\$420.00
Examination.....	\$300.00
Biennial Renewal.....	\$420.00
Temporary Permit.....	\$210.00
Apprentice Permit.....	\$300.00

### **SOURCE OF INFORMATION**

Department of Law and Public Safety  
Division of Consumer Affairs  
Board of Examiners of Ophthalmic Dispensers and  
Ophthalmic Technicians  
PO Box 45011  
Newark, NJ 07101  
(973) 504-6435  
URL: <http://www.njconsumeraffairs.gov/medical/ophthalmic.htm>

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## **OPHTHALMIC TECHNICIAN**

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O\*NET Code: 51-9083.00

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### **NATURE OF WORK**

An ophthalmic technician, sometimes called optical mechanic or precision lens technician, has knowledge of optics and is skilled in the techniques of producing and reproducing ophthalmic lenses and related products, and mounting the same.

License: Ophthalmic Technician  
Agency: Board of Examiners of  
Ophthalmic Dispensers and  
Ophthalmic Technicians  
Legal Authority: NJSA 52:17B-41.1, NJAC  
13:33

### **QUALIFICATIONS**

#### **Education and Experience**

Must serve 12 calendar months as an apprentice technician under the supervision of a licensed ophthalmic technician.

#### **Age**

Must be at least 16 years of age with working papers.

### **EXAMINATION**

Must pass an examination administered by the Board.

### **APPLICATION AND FEES**

A written application must be filed with the Board at least 30 days prior to the scheduled exam date.

#### **Fees**

Initial Application (Non-Refundable) .....	\$100.00
Temporary Permit.....	\$210.00
License .....	\$320.00
Biennial Renewal .....	\$320.00
Examination.....	\$250.00

## **SOURCE OF INFORMATION**

Department of Law and Public Safety  
Division of Consumer Affairs  
Board of Examiners of Ophthalmic Dispensers and  
Ophthalmic Technicians  
PO Box 45011  
Newark, NJ 07101  
(973) 504-6435  
URL: <http://www.njconsumeraffairs.gov/medical/ophthalmic.htm>

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## **OPTOMETRIST**

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O\*NET Code: 29-1041.00

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### **NATURE OF WORK**

An optometrist is a health professional who examines human eyes to detect vision problems, diseases of the eye, and other eye disorders. He or she may then prescribe lenses and prisms or other treatment to correct problems.

License: Optometrist  
Agency: State Board of Optometrists  
Legal Authority: NJSA 45:12, NJAC 13:38

### **QUALIFICATIONS**

#### **Education**

Must graduate from an approved school or college of optometry with a degree of Doctor of Optometry. Those wishing pharmaceutical certification must complete all education requirements in ocular pharmacology at an accredited institution.

#### **Age**

Must be at least 21 years of age.

#### **Continuing Education**

An applicant for an active registration renewal certification shall complete, during the preceding biennial period, a minimum of 50 credits of continuing professional optometric education.

#### **Reciprocity**

The Board may issue a license to an applicant who holds a valid license from another state with requirements equivalent to those of New Jersey.

## **Citizenship**

Must be a citizen of the United States.

## **Moral Character**

The Board may deny a license to an applicant convicted of a misdemeanor or any crime involving moral turpitude. A licensee shall not engage in sexual contact with a patient with whom he or she has a patient-physician relationship.

## **EXAMINATION**

All applicants must pass all parts of the examination conducted by the National Board of Examiners in Optometry. In addition, they must pass a clinical examination conducted by the Northeast Region Clinical Optometric Assessment Testing Service.

## **APPLICATION AND FEES**

A notarized application must be submitted to the Board for licensure.

### **Fees**

Application (Non-Refundable) ..... \$25.00  
Application (Without exam for  
Out-of-State Optometrists) ..... \$25.00  
Certificate of Registration..... \$15.00

## **SOURCE OF INFORMATION**

Department of Law and Public Safety  
Division of Consumer Affairs  
Board of Optometrists  
PO Box 45012  
Newark, NJ 07101  
(973) 504-6440  
URL: <http://www.njconsumeraffairs.gov/medical/optometrist.htm>

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## **ORTHOPEDIC RADIOLOGIC TECHNOLOGIST**

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O\*NET Code: 29-2034.05

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### **NATURE OF WORK**

Under the supervision of a New Jersey licensed physician, a radiologic technologist's practice is limited to x-ray procedures of the spine and extremities for diagnostic purposes. Procedures not included in this practice are bone density, fluoroscopy and computer tomography.



License: Orthopedic Radiologic Technologist

Agency: Department of Environmental Protection

Legal Authority: NJSA 26:2D-24 et seq., NJAC 7:28-19 et seq.

## **QUALIFICATIONS**

### **Education**

- A high school diploma or equivalent; and
- Completion of a 1400-hour course of study in an orthopedic radiography program approved by the Radiologic Technology Board of Examiners or its equivalent, as determined by the Board.

### **Age**

Must be at least 18 years of age.

### **Exemptions**

New Jersey licensed physicians.

### **Internship**

Students must be attending a Board-approved school and working in a Board-approved clinical facility. Supervision of students must be provided by licensed personnel in accordance with the Board's requirements.

### **Reciprocity**

The Board may issue a license to an applicant who satisfactorily completes a curriculum in orthopedic radiography or its equivalent as determined by the Radiologic Technology Board of Examiners and passes a Board-approved examination.

### **Moral Character**

Must be of good moral character as determined by the Board.

## **EXAMINATION**

Applicants must pass an exam approved by the Department.

## **APPLICATION AND FEES**

Applications are available online at <http://www.nj.gov/dep/rpp/tec/index.htm> or by contacting the Bureau of Radiological Health. Examinations are only available in a computer format. There are no application due dates. All examination dates are scheduled with the Department's test vendors after the application has been approved and notification from the test vendor is received.

### **Fees**

Application .....	\$40.00
Examination.....	\$60.00
Biennial Renewal .....	\$50.00

## **SOURCE OF INFORMATION**

Department of Environmental Protection  
 Division of Environmental Safety and Health  
 Bureau of Radiological Health  
 PO Box 415  
 Trenton, NJ 08625-0415  
 (609) 984-5890  
 URL: <http://www.nj.gov/dep/rpp/tec/index.htm>

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## **ORTHOTIST/ORTHOTIST ASSISTANT**

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O\*NET Code: 29-2091.00

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## **NATURE OF WORK**

### *Orthotist*

An orthotist assists patients with disabling conditions of limbs and spine, or with partial or total absence of limb, by fitting and preparing orthopedic braces and prostheses.

### *Orthotist Assistant*

An orthotist assistant constructs, fits, maintains and repairs orthoses and prostheses prescribed by orthotists, podiatrists or prosthetists. He or she fabricates these appliances, utilizing precision tools and measuring instruments, for a proper fit on the patient.

License: Orthotist, Orthotist Assistant  
Agency: Department of Law and Public Safety  
Legal Authority: NJSA 45:12B-1 et seq., NJAC 13:44H-1 et seq.

## **QUALIFICATIONS**

### **Education**

#### *Orthotist*

A Bachelor's degree from a college or university accredited by a regional or national accrediting agency recognized by the U.S. Department of Education and notarized documentation which indicates that the applicant has completed a clinical internship in the professional area of at least 1,900 hours under supervision of a licensee.

#### *Orthotist Assistant*

Proof of a high school diploma or equivalent and certification in an 80-hour training course.

### **Continuing Education**

A minimum of 30 credits related to orthotics for orthotists and 12 credits for orthotist assistants is required.

### **Experience**

#### *Orthotist*

Notarized documentation verifying completion of a clinical internship of at least 1,900 hours under the supervision of a licensee orthotist.

#### *Orthotist Assistant*

Certification from a licensed orthotist stating the applicant has completed 1,900 hours of clinical practice in the area of licensure.

### **Grandfathering**

Contact the Board for qualification by applying prior to June 17, 2007 and meeting grandfathering requirements.

### **Age**

Must be at least 18 years of age.

### **Foreign Trained**

A foreign trained applicant must obtain an evaluation of professional educational and experience credentials from a credentialing agency recognized by the American Board for

Certification in Orthotics and Prosthetics. The Board shall determine if the credentials are substantially equivalent to those required.

### **Temporary License**

The Board shall issue a license to an individual licensed in another state which has licensing standards equivalent to New Jersey. A temporary license shall be issued for a one year period.

### **Moral Character**

The Board may deny a license to an applicant convicted of a misdemeanor or any crime involving moral turpitude.

## **EXAMINATION**

Applicants must pass a written examination.

## **APPLICATION AND FEES**

A written application with passport-size photo is required.

### **Fees**

Application.....	\$125.00
Examination.....	\$200.00
Continuing Education Sponsor .....	\$100.00
Initial and Renewal License	
Orthotist.....	\$350.00
Orthotist Assistant.....	\$150.00
Temporary License .....	\$175.00

## **SOURCE OF INFORMATION**

Department of Law and Public Safety  
Division of Consumer Affairs  
Orthotics and Prosthetics Board of Examiners  
PO Box 45034  
Newark, NJ 07101  
(973) 504-6445  
URL: <http://www.njconsumeraffairs.gov/medical/orthotic.htm>

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## **PARAMEDIC**

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O\*NET Code: 29-2041.01

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## **NATURE OF WORK**

A paramedic works as part of a medical team. A thorough knowledge of theoretical procedures and ability to integrate knowledge and performance into practical situations are critical. Self-

confidence, emotional stability, good judgment, tolerance for high stress, and a pleasant personality are also essential characteristics.

An EMT-Paramedic operates under direct and indirect medical control. He or she must recognize a variety of medical and/or trauma-related emergencies, assess and treat patients in accordance with direct medical command and established standing orders. Paramedics initiate and continue advanced life support under medical control, including the recognition of presenting conditions and initiation of appropriate invasive and noninvasive treatments. They are often the most highly trained medical personnel at the scene of an emergency.

License: EMT-Paramedic  
Agency: Department of Health and Senior Services  
Legal Authority: NJSA 26:2K-7-20, NJAC 8:41A

## **QUALIFICATIONS**

### **Education**

Must possess a high school diploma or its equivalent and be currently certified by the Commissioner of Health as an EMT - Basic.

Certification requires successful completion of the United States Department of Transportation's Emergency Medical Technician - Paramedic Training Program. New Jersey requirements include successful completion of a didactic training program (approximately 268 hours), a 32-hour clinical training program, and 400 hours of field experience.

### **Age**

Must be at least 18 years of age.

### **Physical Condition**

Aptitudes required for work of this nature are good physical stamina, endurance, and body condition which would not be adversely affected by lifting, carrying, and balancing at times, patients in excess of 125 pounds (250 with assistance). EMT-Paramedics must be able to work 12 to 24-hour continuous shifts. Motor coordination is necessary

for the well-being of the patient, the paramedic and co-worker over uneven terrain.

### **Reciprocity**

A certificate by endorsement may be issued to applicants holding a valid license or certificate from another state whose requirements are at least equal to those of New Jersey. Individuals who are currently certified by another jurisdiction as a paramedic and who have completed a course of study equivalent to or greater than that required of New Jersey EMT-Paramedics, which adheres to the United States Department of Transportation curriculum for paramedics, may be eligible for reciprocity.

### **Moral Character**

Must be rehabilitated under NJSA 2A:168A-1, if convicted of any crime, disorderly persons offense, or possession, use or sale of controlled dangerous substances.

## **EXAMINATION**

Certification examinations for paramedics are scheduled four times a year. Candidates who have successfully completed all requirements for certification, have an endorsement from both the EMS educator and medical director of the clinical training site, and who have submitted an examination application in the required time frame, will be eligible for taking the certification exam.

## **APPLICATION AND FEES**

A \$35.00 fee payable to the national Registry of EMTs is required for taking the paramedic certification examination.

## **SOURCE OF INFORMATION**

Department of Health and Senior Services

Office of Emergency Medical Services

PO Box 360

Trenton, NJ 08625-0360

(609) 633-7777

URL: <http://www.nj.gov/health/ems/index.shtml>

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## PERFUSIONIST

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O\*NET Code: 29-2031.00

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### NATURE OF WORK

A perfusionist, who is qualified by academic and clinical education, operates extracorporeal circulation equipment when it becomes necessary to support or replace a patient's cardiopulmonary or circulation functions during surgery.



License: Perfusionist  
Agency: Board of Medical Examiners  
Legal Authority: NJSA 45:9-37.94 et seq., NJAC 13:35-13

### QUALIFICATIONS

#### Education

An applicant must have successfully completed a perfusionist education program with standards established by the Accreditation Committee for Perfusion Education and approved by the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

#### Age

Must be at least 18 years of age.

#### Continuing Education

A licensee applying for biennial renewal shall complete, during the preceding biennial period, 30 continuing education (CE) credits.

### Reciprocity

A perfusionist with a valid license, registration or certification issued by another state shall be issued a license without examination, provided that the education, training and examination requirement in such other jurisdiction are substantially equivalent to those required by New Jersey at the time of application, and the license is current, active and in good standing.

### Moral Character

Must be of good moral character.

### EXAMINATION

Must have successfully completed the two part examination composed of the Clinical Applications in Perfusion Examination and the Perfusion Basic Science Examination offered by the American Board of Cardiovascular Perfusion (ABCP), or its successor.

### APPLICATION AND FEES

A written application must be submitted.

#### Fees

Application..... \$20.00  
Initial License ..... \$150.00  
Temporary License ..... \$75.00

### SOURCE OF INFORMATION

Department of Law and Public Safety  
Division of Consumer Affairs  
Board of Medical Examiners  
Perfusionist Advisory Committee  
PO Box 45049  
Newark, NJ 07101  
(973) 504-6378  
URL: <http://www.njconsumeraffairs.gov/medical/perfus.htm>

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## PERSONAL CARE ASSISTANT

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O\*NET Code: 39-9021.00

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### NATURE OF WORK

A personal care assistant works with elderly, physically or mentally disabled clients who live in their own home or in an assisted living residence.

License: Certified Personal Care Assistant  
Agency: Department of Health and Senior Services  
Legal Authority: NJSA 8:36-1.8, NJAC 26:2H.1

## **QUALIFICATIONS**

### **Education**

Each personal care assistant shall have completed:

- A nurse aide in long-term care facilities training course approved by the Department and shall have passed the New Jersey Nurse Aide Certification Examination;
- A homemaker-home health aide training program approved by the New Jersey Board of Nursing and shall be so certified by the Board; or
- A personal care assistant training course approved by the Department and shall have passed the New Jersey Personal Care Assistant Certification Examination

### **Age**

Must be at least 16 years of age with working papers at the time of enrollment into personal care assistant training course.

### **Continuing Education**

Each certified personal care assistant shall complete at least 20 hours of on-going in-service education regarding the concepts of assisted living, every two years.

### **Reciprocity**

The Department may issue a waiver for the Personal Care Assistant training course to an applicant who is a student nurse or graduate nurse pending licensure, who submits evidence of successful completion of the entire course in the fundamentals of nursing within the 12 months immediately preceding application to take the written/oral competency examination, and to applicants certified as a personal care assistant in another state, or a military service, having similar requirements for certification as a personal care assistant equivalent to the requirements of certification to those of New Jersey.

### **Moral Character**

May not be a habitual user of drugs nor have been convicted of any crime relating to narcotics. Anyone convicted of a crime involving violence, theft or drugs will not receive state certification. All applicants must undergo a criminal history background check.

## **EXAMINATION**

Promissor, Inc. administers the examination at eight testing centers in New Jersey. Reservations for the examination can be made by contacting Promissor at 1-877-374-1151.

## **APPLICATION AND FEES**

An application for examination is available from the employer or training program instructor. You may also visit the Department's website at: [www.state.nj.us/health/ltc/index.html](http://www.state.nj.us/health/ltc/index.html).

### **Fees**

Examination.....\$56.00  
Fingerprinting.....\$78.00

## **SOURCE OF INFORMATION**

Department of Health and Senior Services  
Division of Long Term Care Systems  
PO Box 367  
Trenton, NJ 08625-0367  
(609) 633-9051  
URL: <http://www.nj.gov/health/ltc/index.shtml>

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## **PESTICIDE APPLICATOR, COMMERCIAL**

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O\*NET Code: 37-3012.00

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## **NATURE OF WORK**

A commercial pesticide applicator uses or supervises the use of any pesticide for any purpose or on any property, for compensation. Government employees are considered commercial applicators.

License: Commercial Pesticide  
Applicator  
Agency: Department of Environmental  
Protection  
Legal Authority: NJSA 13:1F, NJAC 7:30-6

## QUALIFICATIONS

### Education

Completion of basic pesticide applicator training.

### Age

Must be at least 18 years of age.

### Reciprocity

Initial certification testing may be waived if the applicant is certified and registered in another state whose requirements are substantially equivalent to New Jersey.

## EXAMINATION

Applicants must pass a core certification exam covering pesticide handling and safety, environmental considerations, symptoms of pesticide poisoning, and current laws and regulations. They must also complete at least 40 hours of on-the-job training before being eligible for category exam. Within 120 days of passage, the applicant must pass an exam covering a specific category. This exam may include performance testing. The categories are:

- Agricultural pest control, plant and animal
  - Forest pest control
  - Ornamental, turf, and interior plantscaping pest control
  - Seed treatment
- Aquatic pest control
  - Right-of-way pest control and general vegetation management
  - Industrial, institutional, structural pest control, including general and household
  - Termite and other wood destroying, fumigation food processing, wood preserving, and anti-fouling
- Public health pest control:
  - General, mosquito, campground, and pet grooming, cooling water, and sewer root

- Regulatory pest control
- Demonstration and research pest control
- Aerial pest control
- Antimicrobial pest control, including sterilization and water sanitization

## APPLICATION AND FEES

A written application for the certification examination must be submitted to the Department. An application for licensing must be submitted within 12 months after certification.

### Fees

License..... \$75.00  
Examinations (each)..... \$10.00

## SOURCE OF INFORMATION

Department of Environmental Protection  
Compliance and Enforcement  
Pesticide Control Program  
PO Box 411  
Trenton, NJ 08625-0411  
(609) 984-6507  
URL: <http://www.nj.gov/dep/enforcement/pcp/bpo-appcom.htm>

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## PESTICIDE APPLICATOR, PRIVATE

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O\*NET Code: 37-3012.01

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## NATURE OF WORK

A private pesticide applicator uses, or supervises the use of any pesticide, for purposes of producing any agricultural commodity on property owned or rented by him or her, or an employer, or does the same on the property of another person, without compensation.

License: Private Pesticide Applicator  
Agency: Department of Environmental  
Protection  
Legal Authority: NJSA 13:1F, NJAC 7:30-8

## QUALIFICATIONS

### Age

Must be at least 18 years of age.

### **Reciprocity**

Initial certification may be waived if the applicant has been certified in a state whose testing requirements are substantially equivalent to those of New Jersey.

### **EXAMINATION**

Applicants must pass the Private Pesticide Applicator exam covering core subject matter such as pesticide safety and handling, current laws and regulations, labeling, environmental hazards, poisoning symptoms and disposal techniques.

### **APPLICATION AND FEES**

A written application for examination must be submitted to the Department. An application for licensing must be submitted within 12 months after certification.

#### **Fees**

Examination.....\$10.00

### **SOURCE OF INFORMATION**

Department of Environmental Protection  
Compliance and Enforcement  
Pesticide Control Program  
PO Box 411  
Trenton, NJ 08625-0411  
(609) 984-6507

URL: <http://www.nj.gov/dep/enforcement/pcp/bpo-appprivate.htm>

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## **PESTICIDE DEALER**

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O\*NET Code: 37-3012.02

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### **NATURE OF WORK**

A pesticide dealer distributes, sells, or offers for sale, or supervises the distribution, sale, or offering for sale, any restricted use pesticide to someone who will be using it in New Jersey.

License: Pesticide Dealer  
Agency: Department of Environmental Protection  
Legal Authority: NJSA 13:1F, NJAC 7:30-3

## **QUALIFICATIONS**

### **Age**

Must be at least 18 years of age.

### **Reciprocity**

A license may be granted, without examination, to a dealer certified in another state whose qualifications are substantially equivalent to New Jersey.

### **EXAMINATION**

An examination is administered by the Department. The exam covers such subjects as pesticide handling and safety, environmental considerations, symptoms of pesticide poisoning, current laws and regulations, and label comprehension.

### **APPLICATION AND FEES**

An application for examination must be filed prior to the exam closing date. A dealer is fully certified after passing the core exam and at least one category exam.

#### **Fees**

License .....\$75.00  
Examinations (each) .....\$10.00

### **SOURCE OF INFORMATION**

Department of Environmental Protection  
Compliance and Enforcement  
Pesticide Control Program  
PO Box 411  
Trenton, NJ 08625-0411  
(609) 984-6507

URL: <http://www.nj.gov/dep/enforcement/pcp/bpo-certdeal.htm>

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## **PESTICIDE OPERATOR**

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O\*NET Code: 37-3012.03

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### **NATURE OF WORK**

A pesticide operator applies pesticides by equipment other than aerial spray, under the direct supervision of a commercial pesticide applicator.

License: Commercial Pesticide Operator  
Agency: Department of Environmental  
Protection  
Legal Authority: NJSA 13:1F, NJAC 7:30-5

## **QUALIFICATIONS**

### **Education**

Must complete a basic pesticide operator training course on the proper use and application of pesticides, and at least 40 hours of on-the-job training. Training must be completed prior to application for license.

### **Age**

Must be at least 18 years of age.

## **EXAMINATION**

None

## **APPLICATION AND FEES**

An application for licensing, co-signed by the commercial pesticide applicator who supervises the operator, must be submitted to the Department at the completion of training.

### **Fees**

License.....\$30.00

## **SOURCE OF INFORMATION**

Department of Environmental Protection  
Compliance and Enforcement  
Pesticide Control Program  
PO Box 411  
Trenton, NJ 08625-0411  
(609) 984-6507  
URL: <http://www.nj.gov/dep/enforcement/pcp/bpo-operator.htm>

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## **PHARMACIST**

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O\*NET Code: 29-1051.00

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## **NATURE OF WORK**

A pharmacist prepares and/or dispenses drugs and medicines prescribed by licensed health professionals. He or she advises people on the use of prescription and non-prescription medications.

License: Registered Pharmacist  
Agency: Board of Pharmacy  
Legal Authority: NJSA 45:14, NJAC 13:39

## **QUALIFICATIONS**

### **Education**

Completion of a five-year pharmacy course leading to a degree in Bachelor of Science in pharmacy or Doctor of Pharmacy given in a school or college of pharmacy accredited by the American Council of Pharmaceutical Education (ACPE). An internship consisting of 1,000 hours must also be completed.

### **Continuing Education**

Applicants for a biennial renewal must complete a minimum of 30 credits of continuing education during the preceding biennial period. At least 10 of these credits shall have been obtained through didactic instruction

### **Age**

Must be at least 18 years of age.

### **Reciprocity**

Applicants registered in states or territories which accept New Jersey registration are eligible to apply for registration provided they have practiced 1,000 hours within the two years immediately prior to application or have served a pharmacy practicum in New Jersey, in the presence of a New Jersey registered pharmacist, of not fewer than 500 hours within one year immediately prior to application.

### **Moral Character**

Applicants can not be habitual inebriates or addicted to the use of narcotics or other habit forming drugs; can not have been convicted of violating the laws regarding narcotic drugs, the sale of liquor, or any crime involving moral turpitude; and can not have been convicted of violating any law relating to the practice of pharmacy.

Applicants for an initial license shall provide name, address and fingerprints to determine whether criminal history record information exists, which may be considered by the Board in



determining whether the applicant shall be licensed by the State.

## EXAMINATION

Applicants must pass the North American Pharmacist Licensure Examination (NAPLEX). An applicant shall attain a passing grade of not less than 75. If an applicant fails the examination, he or she shall be required to repeat the examination.

The applicant shall also pass the Multistate Jurisprudence Pharmacy Examination (MJPE). A passing grade of not less than 75 shall be attained. If an applicant fails the examination, he or she shall be required to repeat the examination.

If the applicant should fail either the NAPLEX or the MJPE three times, the Board may direct the applicant to take remedial courses at an accredited school or college of pharmacy prior to retaking the field examination(s).

Before being admitted to the examination, either a transcript of the applicant's record or a certificate by the registrar of the school or college of pharmacy attended must be supplied stating that the applicant has either graduated or has completed all of the requirements for graduation. If the transcript of certificate does not state that the applicant has graduated or has completed all the graduation requirements, the Board may require other forms of proof to be supplied by the applicant.

## APPLICATION AND FEES

An application for the written examinations must be filed at least 30 days prior to the exam date and must be accompanied by: A U.S. birth certificate if born in the United States, proof of education, a 2" x 3" photograph, and two character affidavits.

### Fees

Examination.....	\$50.00
(Plus the cost of the NAPLEX and MJPE)	
Application for Licensure .....	\$125.00
Biennial Renewal.....	\$140.00
Application for Reciprocity .....	\$125.00

## SOURCE OF INFORMATION

Department of Law and Public Safety  
Division of Consumer Affairs  
Board of Pharmacy  
PO Box 45013  
Newark, NJ 07101  
(973) 504-6450

URL: <http://www.njconsumeraffairs.gov/medical/pharmacy.htm>

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## PHYSICAL THERAPIST/ PHYSICAL THERAPY ASSISTANT

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O\*NET Code: 29-1123.00

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## NATURE OF WORK

A physical therapist is a health professional that plans and administers physical therapy treatment programs for patients to restore function, relieve pain, and prevent disability following disease, injury or loss of a body part.

A physical therapist assistant may treat under the direction and supervision of a physical therapist.

License: Physical Therapist or Physical  
Therapist Assistant  
Agency: Board of Physical Therapy  
Legal Authority: NJSA 45:9-37, NJAC 13:39A

## QUALIFICATIONS

### Education

Graduation from a program in physical therapy that has been approved for the education and training of physical therapists or physical therapist assistants by an accrediting agency recognized by the Council on Post-secondary Accreditation and the United States Department of Education. Physical therapists must possess a Master's degree in physical therapy and physical therapist assistants must possess an Associate's in Arts degree.

### Age

Must be at least 18 years of age.

### **Continuing Education**

A licensee shall complete 30 credit hours of continuing education requirement for the biennial licensure period.

### **Foreign Trained**

Foreign trained physical therapists must graduate from a program which includes 120 credits, 60 in courses relating to the practice of physical therapy and at least 45 credits in courses of general academic study. There are no foreign physical therapist assistant programs at this time.

### **Reciprocity**

Applicants holding a valid license from another state may be granted a license, without examination, provided the requirements of the state are at least equivalent to those of New Jersey.

### **Standards of Conduct**

A licensee shall not engage in sexual contact with a patient with whom he or she has a patient-therapist relationship. The patient-therapist relationship is ongoing for purposes of this section. Violation of any of the prohibitions or directives shall constitute professional misconduct.

### **EXAMINATION**

Examinations are in writing and test the applicant's knowledge of basic and clinical sciences as they relate to physical therapy and physical therapy theory. Examinations will be administered by Sylvan Testing Centers in a computerized format. The exams may be taken up to four times a year.

Satisfactory passage of the examination shall be attained upon receipt of a score of at least 600, based on a scale of 200 to 800.

### **APPLICATION AND FEES**

A notarized application must be submitted to the Board.

#### **Fees**

Application.....	\$125.00
Temporary License.....	\$75.00
Biennial Renewal	
Physical Therapist.....	\$165.00
Physical Therapist Assistant .....	\$150.00

Reinstatement.....	\$150.00
Temporary Visiting License .....	\$100.00

### **SOURCE OF INFORMATION**

Department of Law and Public Safety  
Division of Consumer Affairs  
Board of Physical Therapy  
PO Box 45014  
Newark, NJ 07101  
(973) 504-6455  
URL: <http://www.njconsumeraffairs.gov/medical/pt.htm>

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### **PHYSICIAN**

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O\*NET Code: 29-1069.99

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### **NATURE OF WORK**

A physician is a health professional who practices any branch of medicine and/or surgery, including osteopathy, to treat human ailment, disease, pain, injury, deformity, mental or physical condition. Physicians are normally classified according to their medical specialty and/or training.

License: Physician  
Agency: Board of Medical Examiners  
Legal Authority: NJSA 45:9, NJAC 13:35

### **QUALIFICATIONS**

#### **Education**

- Successful completion of at least two years of university level education, earning at least 60 credits, including at least one course in biology, chemistry and physics; and a professional degree of Doctor of Medicine or Doctor of Osteopathic issued by a medical school approved by the Board.
- Graduates of foreign medical schools must complete three years of post-graduate training at a hospital approved by the American Medical Association (AMA) or American Osteopathic Association (AOA).

#### **Experience**

Must complete a one-year, post-graduate training at a hospital approved by the AMA or AOA. Two years of service in the US Armed Forces as a medical doctor is acceptable in lieu of post-graduate training.

### **Age**

Must be at least 21 years of age.

### **Endorsement**

Applicants who possess a valid license from another state or jurisdiction may be granted a New Jersey License, provided they have passed the FLEX examination or national board examination and meets all other requirements under the law.

### **Moral Character**

All applicants must undergo a criminal history background check.

### **Continuing Education**

Renewal requires completion of 100 continuing medical education credits, of which 40 percent shall be in Category I and 60 percent shall be in Category II. First-time, newly licensed applicants are only required to attend and pass a Board orientation course.

### **EXAMINATION**

The current standard medical and surgical licensing examination is the United States Medical Licensing Examination (USMLE). To pass, a score of 75 or over is required in steps I, II, and III.

Applicants are allowed to remediate educational deficiencies in undergraduate education.

### **APPLICATION AND FEES**

A written application must be filed at least 20 days before the examination date. The application must be accompanied by:

- A birth certificate or passport.
- A hospital certificate to certify internship.
- A notarized affidavit of good moral character.
- A letter of recommendation from a licensed physician.

### **Fees**

Endorsement .....	\$225.00
Examination.....	\$500.00
License.....	\$580.00
Biennial Renewal.....	\$580.00
Application.....	\$325.00
Criminal History Background Check.....	\$78.00

### **SOURCE OF INFORMATION**

Department of Law and Public Safety  
Division of Consumer Affairs  
Board of Medical Examiners  
PO Box 183  
Trenton, NJ 08625-0183  
(609) 826-7100  
URL: <http://www.njconsumeraffairs.gov/medical/bme.htm>

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### **PHYSICIAN ASSISTANT**

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O\*NET Code: 29-1071.00

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### **NATURE OF WORK**

A physician assistant is a health professional who works under the direct supervision of a licensed physician within a certain specialty and acts as an agent for the physician by providing direct patient services.

License: Physician Assistant  
Agency: Physician Assistant Advisory  
Committee/ Board of Medical  
Examiners  
Legal Authority: NJSA 45:9-27.28, NJAC 13:35-  
2B.1

### **QUALIFICATIONS**

#### **Education**

Successful completion of an education program for physician assistants, approved by the Accreditation Review Commission for Physician Assistants (ARC-PA).

#### **Age**

Must be at least 18 years of age.

#### **Continuing Education**

A minimum of 50 hours of approved, continuing education is required during each license renewal period.

#### **Reciprocity**

A license may be granted, without examination, to an applicant from a state with standards equal to that of New Jersey.

## **Standards of Conduct**

A licensee shall not engage in sexual contact with a patient with whom he or she has a patient-therapist relationship. The patient-therapist relationship is ongoing for purposes of this section. Please contact Board for exceptions. Violation of any of the prohibitions or directives shall constitute professional misconduct.

## **Moral Character**

Must not have been convicted of a crime directly related to the physician's assistant delegated responsibilities, and may not exhibit any behavior indicating substance abuse. An applicant for initial licensure shall submit his or her fingerprints for purposes of a criminal history background check.

## **EXAMINATION**

Examinations are held twice a year by the National Commission on Certification of Physician Assistants (NCCPA).

## **APPLICATION AND FEES**

Applications, along with a non-refundable application fee, must be submitted to the Physician Assistant Advisory Committee.

### **Fees**

Application.....	\$125.00
Initial License.....	\$220.00
Biennial Renewal.....	\$220.00
Temporary License* .....	\$50.00

\* Candidates must provide proof of eligibility to take the NCCPA examination.

## **SOURCE OF INFORMATION**

Department of Law and Public Safety  
Division of Consumer Affairs  
Physician Assistant Advisory Committee  
PO Box 45035  
Newark, NJ 07101  
(973) 504-6580  
URL: <http://www.njconsumeraffairs.gov/medical/pa.htm>

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## **PIER SUPERINTENDENT**

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O\*NET Code: 53-1031.00

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## **NATURE OF WORK**

A pier superintendent directly or indirectly supervises the work of longshoremen at piers or other waterfront terminals in the Port of New York and New Jersey.

License: Pier Superintendent  
Agency: Waterfront Commission of New York Harbor  
Legal Authority: NJSA 32:23-6, 32:23-12

## **QUALIFICATIONS**

### **Residency**

Proof of residence, birth, and other personal information may be required.

### **Moral Character**

Must not have a serious criminal record. Must be fingerprinted and photographed.

## **EXAMINATION**

None

## **APPLICATION AND FEES**

Application must be notarized.

### **Fees**

Fingerprint Processing	
New York Residents.....	\$99.00
New Jersey Residents.....	\$78.00

## **SOURCE OF INFORMATION**

Waterfront Commission of New York Harbor  
39 Broadway, 4<sup>th</sup> Floor  
New York, NY 10006  
(212) 742-9280  
URL: <http://www.wcnynh.org/lic.htm>

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## PLUMBER

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O\*NET Code: 47-2152.00

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### NATURE OF WORK

A master plumber has the qualifications, training, experience and technical knowledge necessary to properly plan, layout, install and repair plumbing apparatus and equipment and to supervise others in the performance of such work.

License: Master Plumber  
Agency: Board of Examiners of Master Plumbers  
Legal Authority: NJSA 45:14C-1, NJAC 13:32-1

### QUALIFICATIONS

#### Education and Experience

- Must have completed a four-year apprenticeship program approved by both the United States Department of Labor and completed one year of practical hands-on experience a journeyman plumber; or
- Must have a Bachelor's degree in mechanical, plumbing or sanitary engineering from an accredited college or university and completed one year of practical hands-on experience as a journeyman plumber.

#### Age

Must be at least 21 years of age.

#### Citizenship

Must be a citizen or legal resident of the United States.

#### Continuing Education

Every licensee shall successfully complete five credits of continuing education at an approved course per biennial period. Licensees applying for their first biennial renewal are exempt from this requirement.

## EXAMINATION

Examinations shall be held at least four times annually and at such additional times as the Board may determine. They consist of three parts: a written examination based on the National Standard Plumbing Code as adopted by the State of New Jersey pursuant to the Uniform Construction Act; a practical by actual demonstration or oral examination; and a written examination of laws and regulations governing the occupation and business of plumbing.

Exams are administered by Experior Assessment, LLC (800-352-0637) in the months of February, May, August, and November. In order to pass the examination, an applicant must receive a minimum grade of 70.

### APPLICATION AND FEES

A written application accompanied by proof of experience and/or education must be submitted at least ten weeks prior to the examination date. Also, two identical recent passport photographs must be attached to the application.

#### Fees

Application (Non-Refundable) .....	\$100.00
Initial License .....	\$160.00
Biennial Renewal .....	\$160.00
Pressure Seal.....	\$25.00

### SOURCE OF INFORMATION

Department of Law and Public Safety  
Division of Consumer Affairs  
Board of Examiners of Master Plumbers  
PO Box 45008  
Newark, NJ 07101  
(973) 504-6420  
URL: <http://www.njconsumeraffairs.gov/nonmedical/plumbers.htm>

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## PLUMBING INSPECTOR

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O\*NET Code: 47-4011.07

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### NATURE OF WORK

A plumbing inspector is employed by a unit of government, or an approved third party agency, to carry out field inspections and plan review work in accordance with the State Uniform Construction

Code. Licenses are issued based upon the class of structure to be reviewed: industrial and commercial (ICS), or high-rise and hazardous (HHS). The following information describes the requirements for the ICS level license only, as it is the entry-level license in this area. For more specific details on the ICS level license, or for the HHS level license, please contact the source agency.

License: Plumbing Inspector ICS  
 Agency: Department of Community Affairs  
 Legal Authority: NJSA 52:27D-119, NJAC 5:23-1

## QUALIFICATIONS

### Education and Experience

- Graduation from an accredited institution of higher education with a Bachelor's degree in architecture or architectural technology, or in engineering or engineering technology, or in any other major area of study significantly related to building construction and one year of subsequent experience in construction, design, inspection or supervision of construction work currently regulated by the plumbing subcode;
- An Associate's degree from an accredited institution of higher education, in code enforcement and two years of subsequent experience in construction, design, inspection or supervision of construction work currently regulated by the plumbing subcode;
- Possession of a current New Jersey license to practice as an architect or engineer at the time of application, satisfies all experience requirements; or
- Five years of experience in construction, design or supervision as:
  - A journeyman in a skilled trade currently regulated by the plumbing subcode;
  - A construction contractor in a field of construction currently regulated by the plumbing subcode; or
  - A Plumbing Inspector.

Note: The above three categories of experience may be combined to add up to the required total of five years.

- Successful completion of the Plumbing Inspector-ICS approved course. This course must be completed at the time of application for licensure or within five years prior to said applications.

Note: All applicants must complete this course.

## EXAMINATION

Successful completion of test modules 5A and 5B of the National Certification Program for Construction Code Inspectors, at the time of application for licensure or within three years prior to the date of said application.

## APPLICATION AND FEES

A written application must be submitted to the Department.

### Fees

Application.....\$65.00  
 Three-Year Renewal .....\$65.00

## SOURCE OF INFORMATION

Department of Community Affairs  
 Division of Codes and Standards  
 Bureau of Code Services  
 PO Box 816  
 Trenton, NJ 08625-0816  
 (609) 984-7834  
 URL: <http://www.nj.gov/dca/codes/>

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## PODIATRIC RADIOLOGIC TECHNOLOGIST

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O\*NET Code: 29-2034.06

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## NATURE OF WORK

A podiatric radiologic technologist's practice is limited to x-ray procedures of the lower one third of the lower leg (i.e., foot and ankle) for diagnostic purposes. Procedures not included in this practice are bone density and fluoroscopy. He or she works under the supervision of a licensed physician.

License: Podiatric Radiologic  
Technologist  
Agency: Department of Environmental  
Protection  
Legal Authority: NJSA 26:2D-24 et seq., NJAC  
7:28-19 et seq.

## **QUALIFICATIONS**

### **Education**

- A high school diploma or its equivalent; and
- Successful completion of a 155-hour course in podiatric radiography approved by the Board or its equivalent, as determined by the Board.

All schools operating in New Jersey must be approved by the Board prior to enrolling students.

### **Age**

Must be at least 18 years of age.

### **Internship**

Students must be enrolled in and attending a Board-approved school and acting in a Board-approved clinical facility. Supervision must be in accordance with the Board's requirements.

### **Moral Character**

Must be of good moral character as determined by the New Jersey Radiologic Technology Board of Examiners.

### **Reciprocity**

The Board may issue a license to an applicant who has met the above qualifications and has passed an equivalent examination as determined by the Board.

## **EXAMINATION**

Applicants must pass a Department approved examination or an equivalent examination as determined by the Department. Examinations are only available in a computer format. There are no application due dates. All examination dates are scheduled with the Department's test vendors after the application has been approved and notification from the test vendor is received.

## **APPLICATION AND FEES**

Applications must be filed prior to the application deadline.

### **Fees**

Examination.....	\$60.00
Application.....	\$40.00
Biennial Renewal .....	\$50.00
License Replacement.....	\$20.00

## **SOURCE OF INFORMATION**

Department of Environmental Protection  
Division of Environmental Safety and Health  
Bureau of Radiological Health  
PO Box 415

Trenton, NJ 08625-0415

(609) 984-5890

URL: <http://www.nj.gov/dep/rpp/tec/index.htm>

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## **PODIATRIST**

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O\*NET Code: 29-0181.00

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## **NATURE OF WORK**

A podiatrist, sometimes called a chiropodist, is a health professional who diagnoses and treats ailments of the human foot and lower leg.

License: Podiatrist  
Agency: Board of Medical Examiners  
Legal Authority: NJSA 45:5, NJAC 13:35

## **QUALIFICATIONS**

### **Education**

- A high school diploma or its equivalent; and
- Graduation, with a first professional degree in podiatry, from a college approved by the American Podiatric Association, including not less than four full school years of study in podiatric medicine.

### **Experience**

Applicants must serve a one-year internship in a duly licensed clinic, hospital or institution approved by the American Podiatric Association. Two years of active military service in the United States Armed Forces or Public Health Service, as a podiatrist may be accepted in lieu of internship.

### **Age**

Must be at least 21 years of age.

### **Reciprocity**

A license may be issued, without examination, to an applicant holding a valid license from another political jurisdiction whose requirements are equivalent to those of New Jersey.

### **Moral Character**

A license may be denied to any applicant because of chronic and persistent inebriety, habitual use of narcotics, or conviction of a high misdemeanor or crime involving moral turpitude.

### **Continuing Education**

A renewing licensee shall be required to complete 100 hours of continuing medical education (CME) credits of which 40 percent shall be in Category I and 60 percent shall be in Category II. Category I hours are classified as "Formal Contact Hours"; Category II hours are considered informal medical education. First-time, newly licensed applicants are only required to attend and pass a Board orientation course.

### **EXAMINATION**

Examinations are written and cover all subjects taught in colleges of podiatry. The Board may accept the certificate of the National Board of Podiatric Examiners in place of its own examination. Exams are held in June and December.

### **APPLICATION AND FEES**

A written application must be filed with the Board by March 31<sup>st</sup> for the June exam and September 30<sup>th</sup> for the December exam. The application must include the applicant's birth certificate, internship certificate, two photographs and affidavits of good moral character.

### **Fees**

Application.....	\$125.00
Examination.....	\$150.00
License by Endorsement.....	\$150.00
Biennial Renewal.....	\$580.00

### **SOURCE OF INFORMATION**

Department of Law and Public Safety  
Division of Consumer Affairs  
Board of Medical Examiners  
PO Box 183  
Trenton, NJ 08625-0183  
(609) 826-7100  
URL: <http://www.njconsumeraffairs.gov/medical/bme.htm>

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### **PORT WATCHMAN**

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O\*NET Code: 33-9032.00

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### **NATURE OF WORK**

A port watchman guards the New York and New Jersey waterfront industrial and commercial property against fire, theft, vandalism, and illegal entry. He or she sounds an alarm and calls police or firefighters in case of entry by unauthorized persons, or fire.

License: Port Watchman  
Agency: Waterfront Commission of New York Harbor  
Legal Authority: NJSA 32:23-39

### **QUALIFICATIONS**

#### **Age**

Must be at least 16 years of age with working papers.

#### **Residency**

Proof of residence, birth, and other personal information, if applicable, may be required.

#### **Moral Character**

Must have a clean record to secure a work permit and be fingerprinted.

### **EXAMINATION**

A half-day examination in basic training is given when enough applicants are referred. Applicants must pass a physical exam.

### **APPLICATION AND FEES**

Application must be notarized and filed with the Waterfront Commission. A license is issued for three years.



### **Fees**

Deposit.....	\$15.00
Fingerprint Processing	
New York Residents.....	\$99.00
New Jersey Residents.....	\$78.00

### **SOURCE OF INFORMATION**

Waterfront Commission of New York Harbor  
39 Broadway, 4<sup>th</sup> Floor  
New York, NY 10006  
(212) 742-9280  
URL: <http://www.wcnyh.org/lic.htm>

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## **PRIVATE DETECTIVE**

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O\*NET Code: 33-9021.00

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### **NATURE OF WORK**

A private detective conducts investigations for a fee, to obtain information pertaining to such matters as: crime, identity and character of individuals, credibility of witnesses, whereabouts of individuals, location and recovery of stolen property and other similar matters. This license is also required of persons who furnish private patrolmen or watchmen to protect other people or property.

License: Private Detective  
Agency: Division of State Police  
Legal Authority: NJSA 45:19-8, NJAC 13:55

### **QUALIFICATIONS**

#### **Experience**

Must have at least five years experience as an investigator or police officer with an organized police department of a state, county, or municipality or an investigative agency of the United States or any state, county or municipality.

#### **Age**

Must be at least 25 years of age.

#### **Citizenship**

Must be a United States citizen.

#### **Active Law Enforcement Officers**

An active member of a police department, an officer, or investigator with a federal, state, or

local investigative agency, is not eligible for a license.

### **Moral Character**

A license may be denied any applicant who has been convicted of a high misdemeanor or a violation of the New Jersey Wiretapping and Electronic Control Act. A surety bond of \$3,000.00 is required for an individual license. A surety bond of \$5,000.00 is required for a corporation license. Applicant must successfully complete a comprehensive background investigation, which includes a criminal history fingerprint check.

### **EXAMINATION**

None

### **APPLICATION AND FEES**

A written, notarized application must be submitted, accompanied by the written references of at least five reputable citizens of the county where the applicant resides or will conduct business. References must be over the age of 21 and not related to the applicant.

### **Fees**

License	
Individual.....	\$250.00
Corporation.....	\$300.00
Biennial Renewal .....	\$200.00
Fingerprint Processing.....	\$14.00

### **SOURCE OF INFORMATION**

Department of Law and Public Safety  
New Jersey State Police  
Private Detective Unit  
PO Box 7068  
W. Trenton, NJ 08628-0068  
(609) 341-3426 or (609) 633-9352  
URL: <http://www.njsp.org/about/private-detective.html>

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## **PROFESSIONAL COUNSELOR**

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O\*NET Code: 21-1019.99

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### **NATURE OF WORK**

A professional counselor assists people with personal, family, educational, mental health and

career decisions and problems. The duties depend on the individuals served and on the settings where the work is performed.

License: Professional Counselor  
Agency: Board of Marriage and Family  
Therapy Examiners  
Legal Authority: NJSA 45:8B-34, NJAC 13:10-28

## **QUALIFICATIONS**

### **Education**

An applicant must have completed a minimum of 60 graduate semester hours in a planned educational program, which includes a Master's degree or doctorate in counseling from a regionally accredited institution of higher education, of which 45 graduate semester hours are distributed in at least eight of the following areas:

1. Counseling theory and practice
2. The helping relationship
3. Human growth and development and maladaptive behavior
4. Lifestyle and career development
5. Group dynamics, processes, counseling, and consulting
6. Appraisal of individuals
7. Social and cultural foundations
8. Research and cultural foundations
9. The counseling profession

The World Education Service in New York City must evaluate foreign transcripts.

### **Experience**

Three years of supervised full-time counseling experience in a professional counseling setting acceptable to the Committee, one year of which may be obtained prior to the granting of the Master's degree, is required. An applicant may eliminate one year of the required supervised counseling experience by substituting 30 graduate semester hours beyond the Master's degree, conditional on the Committee's approval.

### **Age**

Must be at least 18 years of age.

### **Continuing Education**

All licensed professional counselors shall complete 40 contact hours of continuing education for license renewal.

### **Standards of Conduct**

Standards of conduct can be found in the National Board of Certified Counselors (NBCC) Code of Ethics.

### **Endorsement**

If the conditions for granting a license in another state were "substantially similar" to those of New Jersey, the Committee is given the discretion to grant a license by enforcement.

### **Moral Character**

Must be of good moral character.

## **EXAMINATION**

Applicants must pass the written National Counselor Examination.

## **APPLICATION AND FEES**

Licenses may be renewed every two years upon payment of fee and completion of a questionnaire regarding possible crime committed during that time.

### **Fees**

Application.....	\$75.00
Initial License .....	\$250.00
Biennial Renewal.....	\$250.00
Certificate of Licensure.....	\$40.00

## **SOURCE OF INFORMATION**

Department of Law and Public Safety  
Division of Consumer Affairs  
Board of Marriage and Family Therapy Examiners  
Professional Counselor Examiners Committee  
PO Box 45044  
Newark, NJ 0710  
(973) 504-6582  
URL: <http://www.njconsumeraffairs.gov/medical/procounsel.htm>

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## PROFESSIONAL ENGINEER

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O\*NET Code: 17-2141.01

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### NATURE OF WORK

A professional engineer is a person who, by reason of their special knowledge of the mathematical and physical sciences and the principles and methods of engineering analysis and design, provides consultation, investigation, evaluation, planning, design or general supervision of construction or engineering operations to assure compliance with plans, specification and design in connection with any public or private engineering or industrial project.

License: Professional Engineer  
Agency: State Board of Professional  
Engineers and Land Surveyors  
Legal Authority: NJSA 45:8-37, NJAC 13:40-1

### QUALIFICATIONS

#### Education

- Graduation from an approved curriculum in engineering of four years or more in a school or college approved by the Board; or
- Completion of a Master's degree in engineering can be substituted for one year of experience, a doctorate degree for one additional year. Engineering teaching experience can be substituted for up to two years.

#### Experience

- Four years of engineering experience (with an engineering degree) acceptable to the Board, that is gained under the regular and effective supervision of a licensed professional engineer. Two years of experience shall be gained in the United States and be original engineering design experience demonstrating increased responsibility over time that is of a character acceptable to the Board;
- Six years of engineering experience with an engineering technology degree; or
- Fifteen years of engineering experience for a waiver of the fundamentals examination. Eight of the 15 years of experience must have been gained in the United States or must have

been acquired while working for a United States based firm. All experience shall be gained under the regular and effective supervision of a licensed professional engineer.

#### Comity

A license may be granted provided that education, experience, and examination requirements for licensure by the issuing agency are comparable to current requirements of the State of New Jersey at the time of the applicant's initial licensure. All prior State licenses must be current, active and in good standing in order for licensure, pursuant to NJSA 45:8-25(1)(d) or (e) to be granted.

#### Retired License

A licensed professional who has been licensed for a minimum of 25 years and is at least 62 years of age may apply to the Board for status as a retired licensee or a no-fee retired licensee. A licensee who obtains retired license status or no-fee retired license status shall not offer or practice professional engineering within the State.

### EXAMINATION

Examinations are given in April and October of each year. Applicants must pass a three-part written exam that covers the general practice of engineering and New Jersey law.

### APPLICATION AND FEES

A notarized application must be accompanied by the required fee, a photograph of the applicant, and five references, at least three of which must be licensed professional engineers in the United States, school transcripts, and foreign engineering education evaluation and language comprehension examination results, when applicable.

#### Fees

Application .....	\$75.00
Examination, Specialized .....	\$85.00
Initial License .....	\$80.00
Biennial Renewal .....	\$80.00
Reinstatement	
Retired License .....	\$40.00
No-Fee Retired License .....	\$80.00

## SOURCE OF INFORMATION

Department of Law and Public Safety  
Division of Consumer Affairs  
Board of Professional Engineers and Land Surveyors  
PO Box 45015  
Newark, NJ 07101  
(973) 504-6460  
URL: <http://www.njconsumeraffairs.gov/nonmedical/pels.htm>

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## PROSTHETIST-ORTHOTIST

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O\*NET Code: 29-2091.02

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### NATURE OF WORK

A prosthetist-orthotist is a person who practices the disciplines of prosthetics and orthotics. A prosthetist-orthotist assistant assists and practices in both disciplines, under the supervision of a licensed prosthetist-orthotist.

License: Prosthetist-Orthotist and Assistants  
Agency: Department of Law and Public Safety  
Legal Authority: NJSA 45:12B-1 et seq., NJAC 44H-1 et seq.

### QUALIFICATIONS

#### Education

##### *Prosthetist-Orthotist*

A Bachelor's degree from a college or university accredited by a regional or national accrediting agency recognized by the US Department of Education.

##### *Prosthetist-Orthotist Assistant*

Proof of a high school diploma or equivalent and certification in an 80-hour training course.

#### Experience

##### *Prosthetist-Orthotist*

Completion of a clinical internship of at least 1,900 hours under the supervision of a licensee.

##### *Prosthetist-Orthotist Assistant*

Certification from the applicant's supervising licensee stating that the applicant has completed

1,900 hours of clinical practice in the area of licensure.

#### Grandfathering

Please check with the Board for qualifications and grandfathering requirements.

#### Age

Must be at least 18 years of age.

#### Continuing Education

A prosthetist-orthotist must complete a minimum of 40 credits in topics related to prosthetics and orthotics.

#### Foreign Trained

Foreign-trained applicants shall obtain an evaluation of their professional educational and experience credentials. The Board shall determine if the applicant's credentials are substantially equivalent to those required.

#### Temporary License

The Board shall issue a temporary license to an individual licensed in another state which has licensing standards equivalent to New Jersey. A temporary license shall be issued for a one year period.

#### Moral Character

The Board may deny a license to an applicant convicted of a misdemeanor or any crime involving moral turpitude.

### EXAMINATION

Applicants must pass a written examination.

### APPLICATION AND FEES

A completed written application with a passport-size photo must be submitted.

#### Fees

Examination.....	\$200.00
Application.....	\$125.00
Initial License	
Prosthetist-Orthotist.....	\$350.00
Prosthetist-Orthotist Assistant.....	\$150.00
Temporary License .....	\$175.00

## **SOURCE OF INFORMATION**

Department of Law and Public Safety  
Division of Consumer Affairs  
Orthotics and Prosthetics Board of Examiners  
PO Box 45034  
Newark, NJ 07101  
(973) 504-6445  
URL: <http://www.njconsumeraffairs.gov/medical/orthotic.htm>

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## **PROSTHETIST/PROSTHETIST ASSISTANT**

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O\*NET Code: 29-2091.01

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### **NATURE OF WORK**

#### *Prosthetist*

A prosthetist's practice includes patient evaluation for and the measuring, designing, constructing, assembling, fitting, adjusting and servicing of, any type of upper and lower extremity prosthetic appliance prescribed by a physician licensed to practice medicine or surgery or a licensed doctor of podiatric medicine.

#### *Prosthetist Assistant*

A prosthetist assistant's duties include the fabrication, maintenance and repair of any type of upper and lower extremity prosthetic appliance.

License: Prosthetist - Prosthetist Assistant  
Agency: Department of Law and Public Safety  
Legal Authority: NJSA 45:12B-1 et seq., NJAC 13:44H-1 et seq.

### **QUALIFICATIONS**

#### **Education**

##### *Prosthetist*

A Bachelor's degree from a college or university accredited by a regional or national accrediting agency recognized by the US Department of Education.

##### *Prosthetist Assistant*

Proof of a high school diploma or its equivalent and completion of a 40-hour training course in orthotics or prosthetics.

### **Continuing Education**

#### *Prosthetist*

Completion of a minimum of 30 credits in topics related to prosthetics.

#### *Prosthetist Assistant*

Completion of a minimum of 12 credits in topics related to prosthetics.

#### **Age**

Must be at least 18 years of age.

#### **Grandfathering**

Please check with the Board for qualifications and grandfathering requirements.

#### **Experience**

##### *Prosthetist*

Completion of a clinical internship of at least 1,900 hours under the supervision of a licensee.

##### *Prosthetist Assistant*

Certification from the applicant's supervising licensee stating that the applicant has completed 1,900 hours of clinical practice in the area of licensure.

#### **Reciprocity**

Foreign-trained applicants shall obtain an evaluation of their professional educational and experience credentials. The Board shall determine if the applicant's credentials are substantially equivalent.

#### **Temporary License**

The Board shall issue a temporary license to an individual licensed in another state which has licensing standards equivalent to New Jersey. A temporary license shall be issued for a one year period.

#### **Moral Character**

The Board may deny a license to an applicant convicted of a misdemeanor or any crime involving moral turpitude.

### **EXAMINATION**

Applicants must pass a written examination.

## APPLICATION AND FEES

A completed written application with passport-size photo. License is renewable every two years.

### Fees

Application.....	\$125.00
Examination.....	\$200.00
Initial and Renewal License	
Prosthetist.....	\$350.00
Prosthetist Assistant.....	\$150.00
Temporary License.....	\$175.00

## SOURCE OF INFORMATION

Department of Law and Public Safety  
Division of Consumer Affairs  
Orthotics and Prosthetics Board of Examiners  
PO Box 45034  
Newark, NJ 07101  
(973) 504-6445  
URL: <http://www.njconsumeraffairs.gov/medical/orthotic.htm>

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## PSYCHOLOGIST

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O\*NET Code: 19-3031.03

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## NATURE OF WORK

A psychologist deals directly with people or groups to promote development of their potential or to correct personality disturbances. The psychologist interviews, interprets and administers tests, studies case files and evaluates data. School psychologists certified by the Department of Education are not required to possess this license.

License: Psychologist  
Agency: State Board Psychological  
Examiners  
Legal Authority: NJSA 45:14B, NJAC 13:42

## QUALIFICATIONS

### Education

A degree of Doctor of Philosophy in psychology from a regionally accredited educational institution, or a doctoral degree in a closely allied field acceptable to the Board, or equivalent training which may include a doctorate degree from an accredited institution in which the dissertation is clearly psychological in nature and extensive experience in the field of applied

psychology for at least five years after receiving the degrees and substantial post-doctoral study and training.

### Experience

At least two years of full-time professional employment, at least one of which is post-doctoral, under the supervision of a licensed psychologist or one clearly eligible for licensure.

### Age

Must be at least 21 years of age.

### Exemptions

A psychologist, employed by a nonprofit organization that is a bona fide community agency, is exempted from licensure provided the employee is under the direct supervision of a licensed practicing psychologist.

### Temporary Permits

The Board may issue one-year unsupervised and three-year supervised temporary permits for training pending oral examinations. Please contact Board for requirements and provisions affecting issuance of either permit.

### Reciprocity

The Board may issue a license, without written examination, to applicants holding a valid license from another state whose requirements are equivalent, provided the applicant has passed the Association of State and Provincial Psychology Board examination, with a score of at least 70 percent. Applicants must have a minimum of 20 years of licensed practice in order to have the supervision requirement waived. The applicant must also meet the same criteria as New Jersey candidates for licensure.

### Moral Character

A license may be denied if the applicant has been convicted of a crime involving moral turpitude or is a habitual user of alcohol or narcotics.

## EXAMINATION

Applicants must pass the written Association of State and Provincial Psychology Boards and an oral examination, based on a work sample submitted by the candidate.

## **APPLICATION AND FEES**

A written application, accompanied by school transcripts, two references and a passport-size photograph must be submitted at least 60 days before the exam date.

### **Fees**

Application.....	\$125.00
Examination.....	\$350.00
Biennial Registration .....	\$300.00
Temporary Permit.....	\$110.00

## **SOURCE OF INFORMATION**

Department of Law and Public Safety  
Division of Consumer Affairs  
Board of Psychological Examiners  
PO Box 45017  
Newark, NJ 07101  
(973) 504-6470  
URL: <http://www.njconsumeraffairs.gov/medical/psycho.htm>

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## **PUBLIC ADJUSTER**

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O\*NET Code: 13-1031.00

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## **NATURE OF WORK**

A public adjuster assists an insured person in negotiating a settlement of claims.

License: Public Adjuster  
Agency: Department of Banking and Insurance  
Legal Authority: NJSA 17:22B, NJAC 11:1-37

## **QUALIFICATIONS**

### **Age**

Must be at least 18 years of age.

### **Residency**

Must be a resident of New Jersey or will engage in the business of adjuster at an office in the state.

### **Reciprocity**

The licensing examination may be waived if the applicant provides proof that he or she is currently licensed in his or her home state in which the licensing provisions are substantially similar to the laws of New Jersey.

## **Moral Character**

Applicant may not have been convicted of a crime involving moral turpitude or any crime reflecting on his or her eligibility for licensure.

## **EXAMINATION**

All individual applicants, including sub-licensee applicants, shall take and pass the state licensing examination.

## **APPLICATION AND FEES**

Applicants must schedule and complete an electronic fingerprint scan through the approved New Jersey vendor. Applications must also be accompanied by two passport-size photographs.

### **Fees**

Application.....	\$20.00
Initial License.....	\$300.00
Fingerprinting.....	\$78.00

## **SOURCE OF INFORMATION**

Department of Banking and Insurance  
Division of Insurance  
License Processing  
PO Box 327  
Trenton, NJ 08625-0327  
(609) 292-4337  
URL: <http://www.nj.gov/dobi/>

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## **PUBLIC HEALTH OFFICER**

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O\*NET Code: 11-9111.04

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## **NATURE OF WORK**

A public health officer is responsible for planning, directing and supervising activities of a local health department including administration and support services, environmental health, communicable diseases, maternal and child health, and chronic diseases. He or she develops policies, health programs and activities, budgets and supervises health department staff.

License: Health Officer  
Agency: Department of Health and Senior Services  
Legal Authority: NJSA 26:1A, NJAC 8:7

## **QUALIFICATIONS**

### **Education**

Applicants must hold a Diplomate of the American Board of Preventive Medicine; or a degree of doctor or master from an accredited college or university program in a health-related field recognized by the New Jersey Department of Education or Commission on Higher Education. Core course work must include or be supplemented by at least three credits in each of the following: planning, administration, environmental science, social science and epidemiology.

### **Experience**

Two years full-time employment in a position providing public health administrative experience recognized by the Department.

### **Continuing Education**

By the end of each annual licensing period, each health officer shall, as a condition for an active license, acquire 15 contact hours of approved continuing education.

## **EXAMINATION**

Examinations are in writing and held at least three times a year.

## **APPLICATION AND FEES**

A written application for examination, accompanied by an evaluation of the applicant's performance written by the supervisor(s) under whom the applicant obtained working experience, and proof of education, must be submitted to the Department.

### **Fees**

Application .....	\$50.00
Examination.....	\$100.00
Annual Renewal .....	\$50.00

## **SOURCE OF INFORMATION**

Department of Health and Senior Services  
Office of Public Health  
Education, Training, and Licensure Program  
PO Box 360  
Trenton, NJ 08625-0360  
(609) 292-4993  
URL: <http://www.nj.gov/health/lh/olh.htm>

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## **PUBLIC SAFETY TELECOMMUNICATOR**

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O\*NET Code: 43-5031.00

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## **NATURE OF WORK**

A public safety telecommunicator is responsible for answering calls received on 9-1-1 terminal equipment. Depending upon the employing agency, the public safety telecommunicator may also be required to perform other associated duties including, but not limited to, dispatching, providing emergency medical pre-arrival instructions, and data entry.

License: Public Safety  
Telecommunicator  
Agency: Office of Information  
Technology  
Legal Authority: NJSA 52:17C, NJAC 17:24

## **QUALIFICATIONS**

### **Education**

Minimum educational requirements are established by the hiring agency. Certificates indicating successful completion of the following programs are required:

- A 40-hour APCO Institute Public Safety Basic Communications course approved by the Office of Emergency Telecommunications Services for New Jersey.
- An 8-hour CPR training recognized by the New Jersey Department of Health and Senior Services.
- A 32- or 24-hour Emergency Medical Dispatch training course approved by the 9-1-1 Commission which utilizes Emergency Medical Dispatch guide cards approved by the New Jersey State Department of Health and



Human Services, Office of Emergency Medical Services, meets ASTM Standard F 1552-94, and follows the National Highway Traffic Safety Administration Emergency Medical Dispatch, National Standard Curriculum.

Public Safety Telecommunicators who work in a 9-1-1 center that directly transfers emergency medical calls to another agency that is staffed by emergency medical dispatch personnel who meet these requirements may be exempt from this training.

### **Experience**

As required by the hiring agency.

### **Age**

As required by the hiring agency.

### **Residency**

As required by the hiring agency.

### **Continuing Education**

Successful completion of an annual in-service training during each year of service following initial certification, consisting of an 8-hour program developed by the local Public Safety Answering Point and approved by the Office of Emergency Telecommunications Services. Emergency Medical Dispatch and CPR certifications must be maintained as required by the certifying agency.

### **Moral Character**

As required by the hiring agency.

## **EXAMINATION**

As required by the hiring agency.

## **APPLICATION AND FEES**

Fees for required training programs and certifications vary by training agency.

## **SOURCE OF INFORMATION**

Office of Information Technology  
Office of Emergency Telecommunication Services  
PO Box 212  
Trenton, NJ 08625-0212  
(609) 777-3950  
URL: <http://www.nj.gov/911/index.shtml>

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## **PUBLIC WORKS MANAGER**

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O\*NET Code: 11-1011.01

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## **NATURE OF WORK**

A public works manager advises elected municipal officials and employees in proper compliance and administration of the various laws, regulations, technical practices, operations and management techniques with regard to public works activities conducted by the municipality.

License: Certified Public Works Manager  
Agency: Division of Local Government Services

Legal Authority: NJSA 40A:9-154.g

## **QUALIFICATIONS**

### **Education**

A high school diploma or equivalent and graduation as a certified Public Works Manager program from Rutgers, The State University or a program certified as equivalent by the Division of Local Government Services.

### **Experience**

A minimum of five years of experience in public works operations in a position requiring the exercise of management skills.

### **Age**

Must be at least 21 years of age.

### **Citizenship**

Must be a United States citizen.

### **Continuing Education**

Applicants for renewal must obtain 20 contact hours of continuing education credit. At least three contact hours must be in management and three contact hours must be in government. Eight contact hours must be in technical education.

### **Reciprocity**

Available among the 566 municipalities in New Jersey.

### **Moral Character**

Must be of good moral character.

## EXAMINATION

Successful completion of the State certifying examination with a minimum grade of 80.

## APPLICATION AND FEES

Application must be in writing.

### Fees

Examination.....	\$50.00
Certification.....	\$50.00
Recertification .....	\$50.00

## SOURCE OF INFORMATION

Department of Community Affairs  
Division of Local Government Services  
101 South Broad Street  
PO Box 803  
Trenton, NJ 08625-0803  
(609) 292-9757  
URL: <http://www.nj.gov/dca/lgs/>

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## PUMP INSTALLER

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O\*NET Code: 49.9099.00

## NATURE OF WORK

A pump installer supervises and/or engages in the installation and repair of well pumping and related equipment.

License: Pump Installer  
Agency: Department of Environmental Protection  
Legal Authority: NJSA 58:4A-4.1 NJAC 7:9D

## QUALIFICATIONS

### Education

High school diploma or its equivalent.

### Experience

One year of experience in the installation and repair of well pumping equipment.

### Age

Must be at least 18 years of age.

## EXAMINATION

Practical exams are held in June and December of each year and cover laws, regulations, health measures, tools and equipment and pump installation, repair and replacement.

## APPLICATION AND FEES

A written application must be filed with the Board by the first day of the month prior to the exam month.

### Fees

Application (Non-Refundable) .....	\$50.00
Initial License .....	\$150.00
Triennial Renewal.....	\$150.00
Late Renewal .....	\$50.00

## SOURCE OF INFORMATION

Department of Environmental Protection  
Bureau of Water Allocation  
PO Box 426  
Trenton, NJ 08625-0426  
(609) 984-6831  
URL: <http://www.nj.gov/dep/infofinder/topics/water.htm>

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## RADIATION THERAPY TECHNOLOGIST

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O\*NET Code: 29-1124.00

## NATURE OF WORK

A radiation therapy technologist operates ionizing radiation producing equipment for treatment planning and therapeutic purposes. He or she works under the supervision of a licensed physician.

License: Radiation Therapy Technologist  
Agency: Department of Environmental Protection  
Legal Authority: NJSA 26:2D-24 et seq., NJAC 7:28-19 et seq.

## QUALIFICATIONS

### Education

- Successful completion of a four-year course of study in a secondary school (i.e. high school)

approved or recognized by the State Board of Education, or its equivalent; and

- Successful completion of a 24-month course of study in radiation therapy technology as approved by the Board or its equivalent, as determined by the Board.

### **Age**

Must be at least 18 years of age.

### **Exemptions**

New Jersey licensed physicians.

### **Internship**

Students must attend a Board-approved school and act in a Board-approved clinical facility. Supervision must be in accordance with the Board's requirements.

### **Reciprocity**

The Board may issue a license to an applicant who has met the above qualifications and has passed a Board-approved examination or an equivalent, as determined by the Board. The Board has determined that the American Registry of Radiologic Technologists is an equivalent examination.

### **Moral Character**

Must be of good moral character as determined by the Board.



### **EXAMINATION**

Applicant must pass a Board-approved examination or an equivalent examination, as determined by the Board. Examinations are only

available in a computer format. All examination dates are scheduled with the Department's test vendors after the application has been approved, and notification from the test vendor is received.

### **APPLICATION AND FEES**

Applications can be obtained by contacting the Bureau of Radiological Health.

#### **Fees**

Application.....	\$40.00
Examination.....	\$60.00
Biennial Renewal .....	\$50.00

### **SOURCE OF INFORMATION**

Department of Environmental Protection  
Division of Environmental Safety and Health  
Bureau of Radiological Health  
PO Box 415

Trenton, NJ 08625-0415

(609) 984-5890

URL: <http://www.nj.gov/dep/rpp/tec/index.htm>

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## **RADIOLOGIC TECHNOLOGIST**

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O\*NET Code: 29-2034.01

### **NATURE OF WORK**

A diagnostic radiologic technologist is a health professional who practices all types of x-ray procedures for diagnostic purposes. Work is performed under the supervision of a licensed physician. Fluoroscopic equipment can only be used if a licensed physician is in the room and directing the procedure.

License:	Diagnostic Radiologic Technologist
Agency:	Department of Environmental Protection
Legal Authority:	NJSA 26-2D-24 et seq., NJAC 7:28-19 et seq.

### **QUALIFICATIONS**

#### **Education**

- Successful completion of a four-year course of study in a high school approved by the Department of Education, or its equivalent; and

- Successful completion of a 24-month course in diagnostic radiography as approved by the Radiologic Technology Board of Examiners or its equivalent as determined by the Board.

### **Age**

Must be at least 18 years of age.

### **Exemptions**

New Jersey licensed physicians.

### **Internship**

Students must attend a Board-approved school and act in a Board-approved clinical facility. Supervision must be in accordance with the Board's requirements.

### **Reciprocity**

A license may be issued to an applicant who has met the above qualifications and has passed a Board-approved examination or an equivalent examination, as determined by the Board.

### **Moral Character**

Must be of good moral character as determined by the Board.

## **EXAMINATION**

Applicant must pass a Board-approved examination or an equivalent examination, as determined by the Board. Examinations are only available in a computer format. All examination dates are scheduled with the Department's test vendors, after the application has been approved and notification from the test vendor is received.

## **APPLICATION AND FEES**

Applications can be obtained by contacting the Bureau of Radiological Health.

### **Fees**

Application.....	\$40.00
Examination.....	\$60.00
Biennial Renewal.....	\$50.00

## **SOURCE OF INFORMATION**

Department of Environmental Protection  
Division of Environmental Safety and Health  
Bureau of Radiological Health  
PO Box 415  
Trenton, NJ 08625-0415  
(609) 984-5890  
URL: <http://www.nj.gov/dep/rpp/tec/index.htm>

## **RADON MEASUREMENT SPECIALIST**

O\*NET Code: 19-4091.04

## **NATURE OF WORK**

A radon measurement specialist is affiliated with a certified radon measurement business to perform and evaluate radon and/or radon progeny testing. Specialists are responsible for developing quality assurance programs and ensuring compliance with them. He or she also prepares reports on radon testing for certified radon measurement businesses.

License: Radon Measurement Specialist  
Agency: Department of Environmental Protection  
Legal Authority: NJSA 26:2D-70, NJAC 7:28-27.9, NJAC 7:28-27.10

## **QUALIFICATIONS**

### **Education**

Must possess a Bachelor's degree from an accredited institution in biological sciences, chemistry, physics, geology, or other natural science or engineering and must complete a Department approved course consisting of at least 24 hours of training covering radiation with an emphasis on radon.

### **Experience**

Must have at least one year of radiation experience (a current Certified Health Physicist is considered to have met the experience requirements) and at least six months of measurement work experience within the State or in reciprocal agreement state. Experience must be from at least two of seven areas listed in the regulations.

### **Continuing Education**

A minimum of eight hours of instruction offered or approved by the Department is required during each certification year.

### **Reciprocity**

A certificate may be issued where the applicant has previously been certified in another state or territory that has a cooperative agreement with New Jersey.

### **EXAMINATION**

Written examinations are conducted by the Department at least four times a year.

### **APPLICATION AND FEES**

A completed application, accompanied by proof of experience, training and passing the examination, must be submitted to the Department.

#### **Fees**

Initial Course.....	\$200.00
Continuing Education Course .....	\$135.00
Examination.....	\$200.00
Application.....	\$150.00
Annual Renewal.....	\$75.00

### **SOURCE OF INFORMATION**

Department of Environmental Protection  
Division of Environmental Safety, Health and  
Analytical Programs  
Radon Certification Program  
PO Box 415  
Trenton, NJ 08625-0415  
(609) 984-5425  
URL: <http://www.nj.gov/dep/rpp/radon/index.htm>

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## **RADON MEASUREMENT TECHNICIAN**

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O\*NET Code: 19-4091.01

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### **NATURE OF WORK**

A radon measurement technician is affiliated with a certified radon measurement business to perform radon testing and radon measurement activities.

License: Certified Radon Measurement Technician  
Agency: Department of Environmental Protection  
Legal Authority: NJSA 26:2D-70; NJAC 7:28-27, NJAC 7:28-27.13

### **QUALIFICATIONS**

#### **Education**

Must complete a Department approved course or seminar consisting of at least 16 hours of training on radiation, with emphasis on radon.

#### **Experience**

Must have at least six months of technical measurement experience performing radon and/or radon measurements in the State or a reciprocal agreement state. Once a person has passed an approved course and the New Jersey Examination, he/she may apply for provisional certification. It is during this period that the technician must obtain six months of experience during a seven-month period.

#### **Continuing Education**

A minimum of four hours of instruction offered or approved by the Department is required each certification year.

#### **Reciprocity**

A certificate may be issued where the applicant has previously been certified in another state or territory which has a cooperative agreement with New Jersey.

### **EXAMINATION**

Written examinations are conducted by the Department at least four times a year.

### **APPLICATION AND FEES**

A completed application accompanied by proof of experience, training, and passing the examination, must be submitted to the Department.

#### **Fees**

Examination.....	\$150.00
Application.....	\$75.00
Annual Renewal .....	\$50.00

## **SOURCE OF INFORMATION**

Department of Environmental Protection  
Division of Environmental Safety, Health and  
Analytical Programs  
Radon Certification Program  
PO Box 415  
Trenton, NJ 08625-0415  
(609) 984-5425  
URL: <http://www.nj.gov/dep/rpp/radon/index.htm>

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## **RADON MITIGATION SPECIALIST**

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O\*NET Code: 19-4091.02

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### **NATURE OF WORK**

A radon mitigation specialist is certified to design, install or supervise the installation of radon mitigation systems in buildings.

License: Radon Mitigation Specialist  
(Certified)  
Agency: Department of Environmental  
Protection  
Legal Authority: NJSA 26:2D-70, NJAC 7:28-  
27.15, NJAC 7:28-16

### **QUALIFICATIONS**

#### **Education**

Must have five years relevant college education or work experience, in any combination, and must complete a Department approved or offered course consisting of at least 24 hours of training on radon diagnosis and mitigation.

#### **Experience**

Must have at least six months experience performing and/or evaluating radon diagnostic tests and in designing mitigation systems.

#### **Continuing Education**

A minimum of eight hours of instruction offered or approved by the Department is required yearly.

#### **Reciprocity**

A certificate may be issued where the applicant has previously been certified in another state or territory which has a cooperative agreement with New Jersey.

## **EXAMINATION**

Written examinations, offered by the Department, are held four times each year.

## **APPLICATION AND FEES**

A completed application accompanied by proof of experience, training and passing the examination, must be submitted to the Department.

### **Fees**

Examination..... \$200.00  
Application..... \$150.00  
Annual Renewal..... \$75.00

## **SOURCE OF INFORMATION**

Department of Environmental Protection  
Division of Environmental Safety, Health and  
Analytical Programs  
Radon Certification Program  
PO Box 415  
Trenton, NJ 08625-0415  
(609) 984-5425  
URL: <http://www.nj.gov/dep/rpp/radon/index.htm>

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## **RADON MITIGATION TECHNICIAN**

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O\*NET Code: 19-4091.03

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### **NATURE OF WORK**

A radon mitigation technician is certified to install and/or supervise the installation of radon mitigation or safeguard systems in buildings.

License: Radon Mitigation Technician  
(Certified)  
Agency: Department of Environmental  
Protection  
Legal Authority: NJSA 26:2D-70, NJAC 7:28-  
27.18, NJAC 7:28-27.19

### **QUALIFICATIONS**

#### **Education**

A radon mitigation technician must complete a Department approved course or seminar consisting of at least 16 hours of training with emphasis on radon mitigation.

### **Experience**

A radon mitigation technician must have at least two years of experience in the building or construction trades.

### **Continuing Education**

A minimum of eight hours of instruction offered or approved by the Department is required yearly.

### **Reciprocity**

A certificate may be issued where the applicant has previously been certified in another state or territory which has a cooperative agreement with New Jersey.

### **EXAMINATION**

Written examinations, offered by the Department, are conducted four times yearly.

### **APPLICATION AND FEES**

A completed application accompanied by proof of experience, training, and passing the examination, must be submitted to the Department.

### **Fees**

Examination.....	\$150.00
Application.....	\$75.00
Annual Renewal.....	\$50.00

### **SOURCE OF INFORMATION**

Department of Environmental Protection  
Division of Environmental Safety, Health and  
Analytical Programs  
Radon Certification Program  
PO Box 415  
Trenton, NJ 08625-0415  
(609) 984-5425  
URL: <http://www.nj.gov/dep/rpp/radon/index.htm>

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## **READING SPECIALIST**

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O\*NET Code: 25-3099.99

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### **NATURE OF WORK**

A reading specialist is an individual who conducts in-service training of teachers and administrators, and/or coordinates instruction for individuals or groups of pupils having difficulty learning to read.

License: Reading Specialist  
Agency: Department of Education  
Legal Authority: NJSA 18A:43A-5, NJAC 6:11-11:16

### **QUALIFICATIONS**

#### **Education**

An applicant must complete an approved Master's degree program or a program of 30 semester-hour graduate credits in approved subject areas.

#### **Experience**

Two years of successful teaching experience and a regular New Jersey instructional license is required.

### **EXAMINATION**

None

### **APPLICATION AND FEES**

Contact the Office of Licensing and Credentials concerning pending rules and regulations changes that affect this certification.

### **Fees**

License .....\$75.00

### **SOURCE OF INFORMATION**

Department of Education  
Office of Licensure and Credentials  
PO Box 500  
Trenton, NJ 08625-0500  
(609) 292-2070  
URL: <http://www.nj.gov/njded/educators/license/>

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## **REAL ESTATE APPRAISER**

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O\*NET Code: 13-2021.02

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### **NATURE OF WORK**

A real estate appraiser conducts an unbiased analysis of the nature, quality, value or utility of real estate. A general certified real estate appraiser is permitted to evaluate all types of property, while licensed and certified residential real estate appraisers are limited to certain types of property and units.

License: Real Estate Appraiser  
Agency: Board of Real Estate Appraisers  
Legal Authority: NJSA 45:14F, NJAC 13:40A

## **QUALIFICATIONS**

### **Education**

- A general real estate appraiser requires a high school diploma plus completion of 180 hours in subjects related to real estate appraisal. In addition, the Uniform Standards of Professional Appraisal Practice course must be successfully completed within 54 months prior to filing of an application.
- A certified residential appraiser requires a high school diploma and completion of 120 hours in subjects related to real estate appraisal. In addition, the Uniform Standards of Professional Appraisal Practice course must be successfully completed within 54 months prior to filing of an application.
- A licensed residential appraiser requires a high school diploma and completion of 90 hours in subjects related to real estate appraisal.

### **Trainee Permits**

Applicants must successfully complete 75 hours of approved real estate appraiser courses including the Uniform Standards of Professional Appraisal Practice course within six months prior to filing an application. Please contact the Board for responsibilities of a trainee and requirements of individuals certified as the trainee's supervising appraiser.

### **Experience**

- General real estate appraiser applicants will be required to demonstrate at least 3,000 hours appraisal experience (at least 1,500 hours in non-residential activity) in no less than 30 months prior to filing an application. The teaching of an appraisal course no longer qualifies as appraisal experience.
- Certified residential appraiser applicants will be required to demonstrate at least 2,500 hours of appraisal experience in no less than 24 months prior to filing an application. The teaching of an appraisal course no longer qualifies as appraisal experience.

- Licensed residential appraiser applicants will be required to demonstrate 2,000 hours appraisal experience in no less than 24 months prior to filing an application. The teaching of an appraisal course no longer qualifies as appraisal experience.

### **Age**

Must be at least 18 years of age.

### **Continuing Education**

Twenty-eight hours of continuing education per biennial period is required. At least once every other biennial period, all licensed and certified real estate appraisers must attend a minimum 15-hour course, and pass an examination on uniform standards of professional appraisal practice.

An individual holding an apprentice permit for more than two years shall complete, during the third and fourth years, the equivalent of 14 classroom hours of continuing education instruction per year.

### **Reciprocity**

Certification may be given to any applicant holding a valid general certificate from another state whose requirements have been approved by the Appraiser Qualification Board of the Appraiser Foundation. Reciprocity is also granted for licensed and certified residential appraisers.

### **Moral Character**

All applicants must undergo a criminal history background check.

## **EXAMINATION**

Examinations are given at six sites throughout the state, five days per week. The written exam is the National Uniform Appraiser Examination, administered by Assessment Systems, Inc. Applicants must obtain a minimum score of 75.

## **APPLICATION AND FEES**

### **Fees**

#### **Application**

Licensed Residential Appraiser..... \$75.00  
Certified Residential Appraiser..... \$100.00  
Certified General Appraiser ..... \$125.00



### Biennial Renewal

Licensed Residential Appraiser .....	\$550.00
Certified Residential Appraiser .....	\$550.00
Certified General Appraiser .....	\$550.00
Federal Surcharge (All).....	\$50.00

### SOURCE OF INFORMATION

Department of Law and Public Safety  
Division of Consumer Affairs  
Real Estate Appraiser Board  
PO Box 45032  
Newark, NJ 07101  
(973) 504-6480  
URL: <http://www.njconsumeraffairs.gov/nonmedical/reappraisers.htm>

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## REAL ESTATE BROKER

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O\*NET Code: 41-9021.00

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### NATURE OF WORK

A real estate broker lists, sells, exchanges, buys or rents real estate for prospective sellers or buyers for a fee, compensation or other valuable consideration. The broker is often the owner or manager of a real estate office, which employs real estate salespeople.

License: Broker, Broker-Salesperson  
Agency: New Jersey Real Estate Commission  
Legal Authority: NJSA 45:15-1.1, NJAC 11:5-1.1

### QUALIFICATIONS

#### Education

Must have a high school diploma or equivalent and complete a 90-hour broker core course followed by 30-hour course on agency/ethics, and a 30-hour course on office management, within a two-year period.

#### Experience

Must work on a full time basis as a licensed real estate salesperson for three years immediately preceding application, under the supervision of the broker with whom they are licensed.

#### Age

Must be at least 18 years of age.

### Moral Character

All applicants must undergo a criminal history background check, and may be required to submit evidence of their good character, honesty, trustworthiness and integrity.

### EXAMINATION

Must pass the examination and apply for a license within one year of the completion date of the second 30-hour course. The major content areas of the examination are real property, licensing laws and rules, finance, settlement/closing, contracts, agency and state real estate laws. Promissor, Inc. administers the examination at eight testing centers in New Jersey.

### APPLICATION AND FEES

#### Fees

Initial License .....	\$270.00
Renewal .....	\$200.00
Fingerprint Processing.....	\$78.00

### SOURCE OF INFORMATION

Department of Banking and Insurance  
New Jersey Real Estate Commission  
PO Box 328  
Trenton, NJ 08625-0328  
(609) 292-8300  
URL: [http://www.nj.gov/dobi/rec\\_lic.htm](http://www.nj.gov/dobi/rec_lic.htm)

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## REAL ESTATE INSTRUCTOR

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O\*NET Code: 25-1194.01

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### NATURE OF WORK

An instructor conducts courses of education in real estate subjects at a licensed real estate school.

License: Real Estate Instructor  
Agency: New Jersey Real Estate Commission  
Legal Authority: NJSA 45:15-1.1, NJAC 11:5-1.1

## QUALIFICATIONS

### Education and Experience

Each applicant for licensure must hold a Bachelor's degree from an accredited college or university, except for New Jersey licensed brokers who have been continuously licensed as such for two years immediately preceding their application, and licensed brokers from other states, who have been continuously licensed as such for the three years immediately preceding their application. All instructor license candidates must successfully complete all of the education requirements for licensure as a New Jersey broker, totaling 150 hours, not more than one year prior to passing the instructor license examination.

The following individuals will not be required to take the 90-hour general broker course, but must successfully complete the two 30-hour broker pre-licensure courses:

- A New Jersey broker licensee who has been licensed as such for the two years preceding their application for an instructor license, but who have not previously taken those two courses; and
- Licensed brokers from other states who have been licensed as such for the three years immediately preceding application.
- New Jersey broker licensees who have been licensed as such for at least two years immediately preceding their application for an instructor license.

### Age

Must be at least 18 years of age.

### Moral Character

Applicants must demonstrate honesty, integrity, trustworthiness and good moral character. Any criminal conviction must be disclosed and will be reviewed by the Commission staff prior to the issuance of a license. No license shall be issued to any person who within five years of application has been convicted of forgery, burglary, robbery, any theft offense, criminal conspiracy to defraud, or like offenses to those enumerated herein.

## EXAMINATION

The instructor license examination consists of questions regarding general real estate knowledge, the rules and regulations and questions on general teaching methods. Before an instructor's license can be issued, the candidate must attend a Commission sponsored instructor seminar.

## APPLICATION AND FEES

### Fees

Application.....	\$50.00
Initial License (2-Year Term) .....	\$300.00
Renewal .....	\$100.00
Fingerprint Processing.....	\$78.00

## SOURCE OF INFORMATION

Department of Banking and Insurance  
New Jersey Real Estate Commission  
PO Box 328  
Trenton, NJ 08625-0328  
(609) 292-8300  
URL: [http://www.nj.gov/dobi/rec\\_lic.htm](http://www.nj.gov/dobi/rec_lic.htm)

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## REAL ESTATE SALESPERSON

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O\*NET Code: 41-9022.00

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## NATURE OF WORK

A real estate salesperson rents, buys and sells buildings and/or property for clients on a commission basis. He or she may attempt to secure loans or mortgages, collect rents and solicit prospective buyers and sellers.

License: Real Estate Salesperson  
Agency: New Jersey Real Estate  
Commission  
Legal Authority: NJSA 45:15-1, NJAC 11:5-1

## QUALIFICATIONS

### Education

Must have the equivalent of a 12<sup>th</sup> grade education, satisfactorily complete 75 hours of pre-licensure education and pass the school examination. Must pass the state examination and apply for a license, through a sponsoring broker, within one year of course completion date.

### **Age**

Must be at least 18 years of age.

### **Moral Character**

All applicants must undergo a criminal history background check and fingerprinting. Applicants must also submit evidence of their good character, honesty, trustworthiness and integrity.

### **EXAMINATION**

Examinations are conducted for the Commission by Promissor, Inc. The major content areas of the examination are real property, licensing laws and rules, finance, settlement/closing contracts, agency and New Jersey state laws.

### **APPLICATION AND FEES**

A photo-bearing pass notice will be provided to applicants who pass the examination. The pass notice must be completed by the employing broker and submitted to the Real Estate Commission with the licensing fee.

### **Fees**

Initial License.....	\$160.00
Renewal .....	\$100.00
Fingerprint Processing .....	\$78.00

### **SOURCE OF INFORMATION**

Department of Banking and Insurance  
New Jersey Real Estate Commission  
PO Box 328  
Trenton, NJ 08625-0328  
(609) 292-8300  
URL: [http://www.nj.gov/dobi/rec\\_lic.htm](http://www.nj.gov/dobi/rec_lic.htm)

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## **REFRIGERATION ENGINEER**

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O\*NET Code: 49-9021.02

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### **NATURE OF WORK**

A refrigeration engineer operates Freon®, carbon-dioxide, or ammonia gas-cooling systems used to extract heat from establishments, to air-condition buildings, or to provide refrigeration for industrial processes.

License: Refrigeration Engineer, Blue Seal

Agency: Department of Labor and Workforce Development

Legal Authority: NJSA 34:7, NJAC 5:11

### **License**

3<sup>rd</sup> Class Refrigeration Engineer, Blue Seal, 2-C  
2<sup>nd</sup> Class Refrigeration Engineer, Red Seal, 2-B  
1<sup>st</sup> Class Refrigeration Engineer, Gold Seal, 2-A

### **QUALIFICATIONS**

#### **Experience**

##### *Blue Seal*

- Six months as an assistant to an operator of a flammable or toxic refrigeration system;
- Three months as an operator of a flammable or toxic refrigeration system;
- Three months as an assistant, provided the applicant is given intensive training and the chief engineer verifies such training;
- Six months as an operator of a nontoxic refrigeration system of at least 250 ton capacity and three months as an assistant to a licensed operator of a flammable or toxic refrigeration system; or
- Six months as an operator of a nontoxic system of at least 250 ton capacity and satisfactory proof of completion of sufficient education in the operation of a flammable or toxic refrigeration system in an educational program approved by the Department of Education and by the School Approval Unit of the Department of Labor and Workforce Development.

##### *Red Seal*

Must hold a Blue Seal, 2-C license and have one year's subsequent experience in the operation of equipment requiring supervision of Red Seal, 2-B (65-300 tons) of toxic flammable refrigeration systems.

##### *Gold Seal*

Must hold a Red Seal, 2-B license and serve as chief engineer in a plant of (65-300 tons) toxic or flammable refrigeration systems - or hold a second class license and serve two years in a refrigeration

plant with flammable or toxic refrigeration systems 30 tons and over.

## EXAMINATION

Examinations are held on the first Wednesday of each month. A score of at least 60 percent is required for the Blue Seal, 2-C license, 70 percent is required for the Red Seal, 2-B license, and 80 percent is required for the Gold Seal, 2-A license.

## APPLICATION AND FEES

Applications must be typed or neatly and legibly printed in ink, and must be notarized. The applicant for original license must be endorsed by two engineers, each holding a valid blue seal or higher New Jersey license.

### Fees

Examination.....	\$100.00
Raise of Grade/Additional Classification.....	\$80.00
Three-Year Renewal.....	\$80.00
Certificate of Competency.....	\$50.00

## SOURCE OF INFORMATION

Department of Labor and Workforce Development  
Division of Public Safety and Occupational Safety  
and Health

Bureau of Boiler and Pressure Vessel Compliance  
PO Box 392

Trenton, NJ 08625-0392

(609) 292-2345

URL: <http://www.nj.gov/labor/lsse/lspform.html>

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## REGISTERED NURSE

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O\*NET Code: 29-1111.00

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## NATURE OF WORK

A registered or professional nurse is a health professional who may diagnose and treat human responses to actual or potential physical and emotional health problems. The nurse may administer drugs, provide health teaching or counseling and other services designed to improve the patient's health and well-being.

License: Professional Nurse

Agency: Board of Nursing

Legal Authority: NJSA 45:11, NJAC 13:37

## QUALIFICATIONS

### Education

- Must be a high school graduate or equivalent; and
- Successful completion of a course in professional nursing study at an accredited school of professional nursing as defined by the Board and must hold a diploma there from.

### Foreign Trained

A foreign trained nurse must complete an application that includes:

1. Educational and experiential background;
2. Transcript review performed by the Commission on Graduates of Foreign Nursing Schools (CGFNS);
3. Proof that applicant has achieved a passing score on the Test of English as a Foreign Language (TOEFL) exam or an English Language evaluation by the CGFNS;
4. Criminal history background Check clearance; and
5. Pass the NCLEX-PN licensing examination.

### Continuing Education

Applicants must maintain records and report, to the Board, on the completion of 30 continuing education credit during each biennial period.

### Age

Must be at least 18 years of age.

### Endorsement

The Board may issue a license, without examination, to an applicant licensed in any other political jurisdiction who meets the New Jersey requirements for licensure.

### Moral Character

May not be a habitual user of drugs nor have been convicted of any crime relating to narcotics. A license in good standing is a prerequisite to engaging in the nursing practice. All applicants must undergo a criminal history background check.

### Standards of Conduct

A licensee shall not engage in sexual conduct with a client or patient with whom he or she has a client

or patient-nurse relationship and the last nursing service was rendered more than one year prior.

### **Credentials**

A registered professional nurse may apply for certification as a Forensic Nurse – Certified Sexual Assault, upon completion of a minimum of 40 hours of training in didactic instruction and payment of application and certification fees to the agency.

### **EXAMINATION**

Examinations are given by appointment. The examination is the National Council Licensing Examination - Registered Nurse.

### **APPLICATION AND FEES**

A written application must be filed for the first examination offered after the applicant completes the nursing program.

#### **Fees**

License by Examination.....	\$120.00
License by Endorsement.....	\$75.00
Application.....	\$75.00
Initial License.....	\$120.00
Late Renewal (After 30 days) .....	\$50.00

### **SOURCE OF INFORMATION**

Department of Law and Public Safety  
Division of Consumer Affairs  
Board of Nursing  
PO Box 45010  
Newark, NJ 07101  
(973) 504-6503  
URL: <http://www.njconsumeraffairs.gov/medical/nursing.htm>

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## **REHABILITATION COUNSELOR**

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O\*NET Code: 21-1015.00

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### **NATURE OF WORK**

A rehabilitation counselor assists an individual to develop an understanding of the personal, social and vocational impact of the person's disabilities and to plan and implement a rehabilitation program. This program may include training to help the person become more independent and employable.

License: Licensed Rehabilitation  
Counselor  
Agency: Board of Marriage and Family  
Therapy Examiners  
Legal Authority: NJSA 45:8B-34, NJAC 13:34

### **QUALIFICATIONS**

#### **Education**

Applicants must complete a planned educational program in rehabilitation counseling approved by the Committee, which includes a Master's degree in rehabilitation counseling from a regionally accredited institution of higher education.

#### **Experience**

Applicants must have at least three years of supervised full-time rehabilitation counseling experience in a rehabilitation counseling setting acceptable to the Professional Counselor Examiners Committee, one year of which may be obtained prior to the granting of a Master's degree. An applicant may eliminate one year of the required supervised rehabilitation counseling experience by substituting 30 graduate semester hours beyond the Master's degree if those graduate semester hours are clearly related to rehabilitation counseling and are acceptable to the Committee.

#### **Age**

Must be at least 18 years of age.

#### **Moral Character**

An applicant must furnish evidence of good moral character, satisfactory to the Committee.

#### **Continuing Education**

All licensed rehabilitation counselors must complete 40 contact hours of continuing education for license renewal.

### **EXAMINATION**

Applicants must pass the Certified Rehabilitation Examination administered by the Commission on Rehabilitation Counselor Certification (CRCC).

### **APPLICATION AND FEES**

Licenses shall be issued for a period of two years and may be renewed biennially.

## **Fees**

Application .....	\$75.00
Initial License .....	\$250.00
Late Fee .....	\$100.00
Reinstatement .....	\$150.00
Duplicate Wall Certificate .....	\$40.00
Certification of Licensure .....	\$40.00

## **SOURCE OF INFORMATION**

Department of Law and Public Safety  
Division of Consumer Affairs  
Board of Marriage and Family Therapy Examiners  
Professional Counselor Examiners Committee  
PO Box 45044  
Newark, NJ 07101  
(973) 504-6582  
URL: <http://www.njconsumeraffairs.gov/medical/familytherapy.htm>

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## **RESPIRATORY THERAPIST**

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O\*NET Code: 29-1126.00

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## **NATURE OF WORK**

A respiratory therapist evaluates, treats and cares for patients with breathing or other cardiopulmonary disorders. Under the direction of a physician, provides temporary relief to patients with asthma or emphysema, as well as emergency care to victims of stroke, drowning, shock or heart attack.

License: Respiratory Care Practitioner  
Agency: Board of Respiratory Care  
Legal Authority: NJSA 45:14E, NJAC 13:44F

## **QUALIFICATIONS**

### **Education**

Applicants must have a high school diploma or its equivalent, as approved by the Board, and have successfully completed a training program accredited by the Joint Review Committee for Respiratory Care Education (JRCRCE) of the Council on Allied Health Education and Accreditation.

### **Age**

Must be at least 18 years of age.

## **Standards of Conduct**

In accordance with NJAC 13:44F-8.3, Sexual Misconduct, the Board is identifying for its licensees conduct that is deemed to be in violation of the law. This would include "Sexual Misconduct" and "Sexual Harassment."

## **Continuing Education**

Each licensee shall confirm, on the application for biennial renewal, that he or she has completed 30 continuing education credits as permitted by the Board.

## **EXAMINATION**

Examinations are held six times per year. The computerized examination shall be the National Board of Respiratory Care (NBRC) Entry Level examination or substantial equivalent thereof.

The holder of a temporary license shall take the examination within six months of issuance of the temporary license unless the temporary license holder can demonstrate undue hardship to the Board. The NBRC National Certification is not a substitute for State Licensure.

## **APPLICATION AND FEES**

A written application must be submitted to the Board for licensing, renewable every two years.

### **Fees**

Application (Non-Refundable) .....	\$125.00
Initial License .....	\$160.00
Renewal .....	\$160.00
Temporary License .....	\$40.00
(For applicants awaiting examination)	
Temporary License Renewal .....	\$40.00
Duplicate License .....	\$50.00

## **SOURCE OF INFORMATION**

Department of Law and Public Safety  
Division of Consumer Affairs  
Board of Respiratory Care  
PO Box 45031  
Newark, NJ 07101  
(973) 504-6485  
URL: <http://www.njconsumeraffairs.gov/medical/respcare.htm>

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## ROOMING HOUSE OWNER/OPERATOR

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O\*NET Code: 11-9081.00

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### NATURE OF WORK

A rooming house owner/operator provides lodging services to individuals who live in houses designed for single room occupancy, where two or more living units are available. These living arrangements differ from normal hotel or motel rooms in that they are normally utilized on a long-term basis. An owner may also be an operator. Each operator must live in the rooming or boarding house.

License: Rooming or Boarding House  
Owner/Operator  
Agency: Department of Community  
Affairs  
Legal Authority: NJSA 55:13B, NJAC 5:27-1

### QUALIFICATIONS

#### Age

Must be at least 18 years of age.

#### Moral Character

A license may be denied to any person who has been convicted of forgery, embezzlement, extortion, criminal conspiracy to defraud, crimes against a person, has been previously denied or has had a license revoked by the Department of Health and Senior Services or Human Services for reasons of personal unfitness, or has been guilty of discrimination against any resident or prospective resident on the basis of race, color, creed, national origin or ancestry.

### EXAMINATION

None

### APPLICATION AND FEES

A written application must be filed and must specify whether the licensee will be an owner or operator and identify the property. Fees are determined by the type of establishment, services provided, and number of occupants.

### Fees

Class A\* .....\$160.00  
Class B\* .....\$180.00  
Class C\* .....\$200.00

\* Plus the following:

6-10 Residents.....\$25.00  
11-15 Residents.....\$50.00  
16 or More Residents.....\$70.00

### SOURCE OF INFORMATION

Department of Community Affairs  
Division of Codes and Standards  
Bureau of Rooming and Boarding House  
Standards  
PO Box 804  
Trenton, NJ 08625-0804  
(609) 984-1707  
URL: <http://www.nj.gov/dca/codes/roomingandboarding/index.shtml>

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## SCALE/METER MECHANIC

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O\*NET Code: 49-9012.03

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### NATURE OF WORK

A scale or meter mechanic constructs, repairs, alters, installs or adjusts weighing and measuring devices used in trade and commerce in New Jersey.

License: Scale or Meter Mechanic  
Agency: Department of Law and Public  
Safety  
Legal Authority: NJSA 51:1,113-133 inclusive,  
NJAC 13:47F-1.6

### QUALIFICATIONS

#### Experience

Must be presently employed by a scale or meter company.

#### Age

Must be at least 18 years of age.

### EXAMINATION

Examinations are conducted by the State Superintendent of Weights and Measures and test the applicant's skills in different classes and types

of devices as well as New Jersey Law covering weighing and measuring devices.

## **APPLICATION AND FEES**

### **Fees**

License.....\$25.00

## **SOURCE OF INFORMATION**

Department of Law and Public Safety

Division of Consumer Affairs

Office of Weights and Measures

1261 Route 1 and 9 South

Avenel, NJ 07001

(732) 815-4840

URL: <http://www.njconsumeraffairs.gov/owm.htm>

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## **SCHOOL ACCOUNTANT**

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O\*NET Code: 13-2011.00

## **NATURE OF WORK**

A public school accountant is a New Jersey certified public accountant or registered municipal accountant engaged in the preparation, maintenance, and study of financial records, systems, and reports of public school districts.

License: Public School Accountant

Agency: Board of Accountancy

Legal Authority: NJSA 45:2B, NJAC 13:29

## **QUALIFICATIONS**

### **Education**

An applicant for original examination must have completed at least 150 hours of education, including a Bachelor's or higher degree, subject to the provisions of NJAC 13:29-1.3(e). An applicant will be deemed to have satisfied the educational requirement if, as part of the 150 semester hours of education, the applicant has satisfied any one of the following four conditions:

1. Earned a graduate degree with a concentration in accounting from an accounting program or department which has been granted level three accreditation by the American Assembly of Collegiate Schools and Programs (ACBSP), or any other national accreditation agency with

standards that are substantially similar to the standards utilized by the American Association of Credentialing Schools of Business (AACSB).

2. Earned a graduate degree from a business school or college of business that has been granted Level 2 accreditation by standards that are substantially similar to the standards utilized by the AACSB. An applicant may complete an equivalent combination of undergraduate and graduate level coursework based on 3:2 ratio, such that three credit hours at the undergraduate level are equivalent to two credit hours at the graduate level.
3. Earned a Bachelor's degree from a business school or college of business that has been granted Level 2 accreditation by AACSB, ACBSP or any other national accreditation agency with similar standards.
4. Earned a Bachelor's or higher degree from an educational institution which has been granted level one accreditation from the Middle States Association of Colleges and Schools, Commission on Higher Education or any other regional accrediting agency with standards utilized by the Middle States Association of Colleges and Schools or the Commission on Higher Education.

### **Experience**

Applicants must have one year of intensive and diversified experience in the practice of public accounting or its equivalent under the supervision of a Board licensee. Experience is based on a minimum of 35 hours per week. Part time experience is considered equivalent if acquired within two consecutive years and in no less than the same amount of hours required for full time experience.

### **Age**

Must be at least 18 years of age.

### **Residency**

An applicant must be a resident of New Jersey or must maintain an office in New Jersey for the regular practice of public accounting, or must be employed by a firm doing business as a Certified Public Accountant (CPA) in New Jersey.



### **Continuing Education**

A total of 120 hours of approved continuing education is required during the three years preceding application for license renewal. Of the 120 credit hours, 72 must be in technical subjects and the balance can be in self improvement subjects such as: communication skills, supervision, and management, but not marketing.

### **Reciprocity**

An applicant holding a valid CPA certificate from another state or political subdivision, with substantially equivalent requirements, will be issued a certificate.

### **EXAMINATION**

None

### **APPLICATION AND FEES**

A written application must be submitted to the Board.

#### **Fees**

Triennial Registration ..... \$50.00

### **SOURCE OF INFORMATION**

Department of Law and Public Safety

Division of Consumer Affairs

Board of Accountancy

PO Box 45000

Newark, NJ 07101

(973) 504-6380

URL: <http://www.njconsumeraffairs.gov/nonmedical/accountant.htm>

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## **SCHOOL ADMINISTRATOR**

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O\*NET Code: 11-9032.00

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### **NATURE OF WORK**

A school administrator, such as a superintendent, assistant superintendent, executive superintendent or director, manages the formulation of district goals, plans, policies, and budgets, recommend their approval by the Board of Education and oversee their district-wide implementation. These administrators are responsible for supervising school operations, staff and programs.

License: School Administrator

Agency: Department of Education

Legal Authority: NJSA 18A:6, NJAC 6-11-9.4

### **QUALIFICATIONS**

#### **Education and Experience**

- Must hold a Master's degree in educational leadership or in a leadership field, such as public administration, business administration, or curriculum instruction.
- Completed a post-master's program resulting in a certificate of advanced study in educational administration and supervision;
- Completed a post-master's program in a coherent sequence of 30 semester hour credits; or
- Completed a New Jersey State-approved certification program in educational leadership approved by the Department.
- Completed a graduate study, either within the Master's program or in addition to it, in each of the following topics:
  1. Leadership and human resource management;
  2. Communications;
  3. Data-based research strategies for decision-making;
  4. Finance; and
  5. Law.

### **EXAMINATION**

The exam required is the School Superintendent Assessment. A score of 151 is required to pass. The exam is given four times each year.

### **APPLICATION AND FEES**

A written application and official transcripts must be filed with the Department.

#### **Fees**

Examination.....\$75.00  
Certification.....\$170.00  
Administrative.....\$200.00

#### **Renewal Requirements**

Contact the Office of Licensure and Credentials concerning pending rules and regulations changes that affect this certification.

## **SOURCE OF INFORMATION**

Department of Education  
Office of Licensure and Credentials  
PO Box 500  
Trenton, NJ 08625-0500  
(609) 292-2070  
URL: <http://www.nj.gov/njded/educators/license/>

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## **SCHOOL BUSINESS ADMINISTRATOR**

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O\*NET Code: 11-9032.00

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### **NATURE OF WORK**

A school business administrator performs duties at the school district level in the areas of financial budget planning and administration, insurance/risk administration, purchasing and financial accounting and reporting, plant planning, construction and maintenance, personnel administration and central data processing.

License: School Business Administrator  
Agency: Department of Education  
Legal Authority: NJSA 18A:6, NJAC 6:11-9.7

### **QUALIFICATIONS**

#### **Education**

An applicant must hold a Master's degree including at least 18 credits of graduate and undergraduate study in economics, law, accounting, organizational theory, finance and management or administration.

#### **Experience**

An applicant must first obtain a provisional certificate. A standard license is issued after a one-year state-approved residency.

### **EXAMINATION**

Must pass a written examination on topics related to school business administration, when developed.

### **APPLICATION AND FEES**

A written application must be filed with the Department.

## **Fees**

Examination..... \$20.00  
Certification of Eligibility\* ..... \$150.00

\* Includes provisional and standard license fees.

## **SOURCE OF INFORMATION**

Department of Education  
Office of Licensure and Credentials  
PO Box 500  
Trenton, NJ 08625-0500  
(609) 292-2070  
URL: <http://www.nj.gov/njded/educators/license/>

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## **SCHOOL LIBRARY MEDIA SPECIALIST**

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O\*NET Code: 25-9011.00

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### **NATURE OF WORK**

This endorsement is required for persons assigned to serve as a school library media specialist in grades preschool through 12. Media are defined as all print, non-print and electronic resources including the technologies needed for their use.

License: School Library Media Specialist  
Agency: Department of Education  
Legal Authority: NJSA 18:A6, NJAC 6:11- 11.18

### **QUALIFICATIONS**

#### **Education**

- Must hold a Master's degree from a regionally accredited college or university; and
- Successfully complete a graduate curriculum approved by the Department or an approved program of graduate studies consisting of at least 36 semester-hour credit in a coherent sequence of studies.

#### **Experience**

Individuals holding the school librarian or educational media specialist endorsement may serve in any position requiring the school library media specialist endorsement.

### **EXAMINATION**

None

## APPLICATION AND FEES

A written application must be filed with the Department.

### Fees

License..... \$150.00

## SOURCE OF INFORMATION

Department of Education  
Office of Licensure and Credentials  
PO Box 500  
Trenton, NJ 08625-0500  
(609) 292-2070  
URL: <http://www.nj.gov/njded/educators/license/>

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## SCHOOL NURSE

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O\*NET Code: 29-1111.00

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## NATURE OF WORK

A school nurse is a professional nurse employed in any public school within New Jersey.

License: School Nurse  
Agency: Department of Education  
Legal Authority: NJSA 18A:6, NJAC 6:11-11.7

## QUALIFICATIONS

### Education

- Must hold at least a Bachelor's degree from an accredited institution of higher education and must complete a college curriculum in teacher education which includes 30 semester hours selected from an approved list of subjects and student teaching.
- Must hold current A & D and CPR certificates.
- Must hold a valid, New Jersey license as registered professional nurse.

### Moral Character

All applicants must undergo a criminal history background check.

### Continuing Education

Applicants for biennial renewal must complete, during the preceding biennial period, a minimum of 30 hours of continuing education.

## EXAMINATION

None

## APPLICATION AND FEES

A written application must be filed with the Department.

### Fees

License .....\$75.00

### Renewal Requirements

Contact the Office of Licensure and Credentials concerning pending rules and regulations changes that affect this certification.

## SOURCE OF INFORMATION

Department of Education  
Office of Licensure and Credentials  
PO Box 500  
Trenton, NJ 08625-0500  
(609) 292-2070  
URL: <http://www.nj.gov/njded/educators/license/>

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## SCHOOL OCCUPATIONAL THERAPIST

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O\*NET Code: 29-1112.00

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## NATURE OF WORK

A school occupational therapist improves the mobility, relieves the pain, and prevents or limits the physical disabilities of students suffering from injuries or disease, under the direction of a physician. This endorsement is required for service as an occupational therapist in elementary and secondary schools.

License: School Occupational Therapist  
Agency: Department of Education  
Legal Authority: NJSA 18A:46-1, NJAC 6:11-11:14

## QUALIFICATIONS

### Education

Applicants must hold a Bachelor's degree from an accredited college; completion of a program in occupational therapy; and a valid license issued by

the New Jersey Occupational Therapy Advisory Council.

### **Credentials**

Applicants must hold a current, valid license issued by the New Jersey Occupational Therapy Council.

### **Age**

Must be at least 18 years of age.

### **Moral Character**

All applicants must undergo a criminal history background check.

### **EXAMINATION**

None

### **APPLICATION AND FEES**

#### **Fees**

Certificate .....\$75.00

#### **Renewal Requirements**

Contact the Office of Licensure and Credentials concerning pending rules and regulations changes that affect this certification.

### **SOURCE OF INFORMATION**

Department of Education  
Office of Licensure and Credentials  
PO Box 500  
Trenton, NJ 08625-0500  
(609) 292-2070  
URL: <http://www.nj.gov/njded/educators/license/>

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## **SCHOOL PHYSICAL THERAPIST**

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O\*NET Code: 29-1123.00

### **NATURE OF WORK**

A school physical therapist performs services such as muscle exercises and muscle coordination skills in all public schools. These services are performed under the direction of a physician.

License: School Physical Therapist  
Agency: Department of Education  
Legal Authority: NJSA 18A:46-6, NJAC 6:11-11:5

## **QUALIFICATIONS**

### **Education**

- Must hold a Bachelor's degree from an accredited or approved institution and completion of a program in physical therapy at an approved school; and
- Must possess State of New Jersey physical therapist license.

### **Age**

Must be at least 18 years of age.

### **Moral Character**

All applicants must undergo a criminal history background check.

### **EXAMINATION**

None

### **APPLICATION AND FEES**

#### **Fees**

License: .....\$75.00

#### **Renewal Requirements**

Contact the Office of Licensure and Credentials concerning pending rules and regulations changes that affect this certification.

### **SOURCE OF INFORMATION**

Department of Education  
Office of Licensure and Credentials  
PO Box 500  
Trenton, NJ 08625-0500  
(609) 292-2070  
URL: <http://www.nj.gov/njded/educators/license/>

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## **SCHOOL PRINCIPAL**

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O\*NET Code: 11-9032.00

### **NATURE OF WORK**

A school principal directs the formulation of goals, plans, policies, budgets and personnel actions for the school. New Jersey certification is required for public and some nonpublic schools. Applicants must first obtain a certificate of eligibility and upon employment a provisional

license to enter the principal residency program in order to qualify for a standard license.

License: School Principal  
Agency: Department of Education  
Legal Authority: NJSA 18A:6, NJAC 6:11

## **QUALIFICATIONS**

### **Education and Experience**

- Hold a Master's or higher degree from a regionally accredited college or university in educational leadership; or in one of the recognized fields of leadership or management such as public administration or business administration, or in curriculum and instruction.
- Completed a post-master's program resulting in a certificate of advanced study in educational administration and supervision;
- Completed a post-master's program in a coherent sequence of 30 semester hour credits; or
- Completed a New Jersey State-approved certification program in educational leadership offered by providers approved by the Department.
- Completed graduate study, either within the Master's program or in addition to it, in each of the following topics:
  1. Leadership and human resource management;
  2. Communications;
  3. Data-based research strategies for decision-making;
  4. Finance; and
  5. Law.

## **EXAMINATION**

The exam is the School Leaders Licensure Assessment. A score of 148 is required to pass. The exam is given four times each year.

## **APPLICATION AND FEES**

A written application and official transcripts must be filed with the Department.

## **Fees**

Examination.....\$75.00  
Certificate of Eligibility\*.....\$170.00

\* Includes provisional and standard license fees and exam.

## **Renewal Requirements**

Contact the Office of Licensure and Credentials concerning pending rules and regulations changes that affect this certification.

## **SOURCE OF INFORMATION**

Department of Education  
Office of Licensure and Credentials  
PO Box 500  
Trenton, NJ 08625-0500  
(609) 292-2070  
URL: <http://www.nj.gov/njded/educators/license/>

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## **SCHOOL PSYCHOLOGIST**

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O\*NET Code: 19-3031.00

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## **NATURE OF WORK**

A school psychologist collaborates with teachers, parents, and school personnel to create a safe, healthy and supportive learning environment for all students.

License: School Psychologist  
Agency: Department of Education  
Legal Authority: NJSA 18A:1-26, NJAC 6:11-11:12

## **QUALIFICATIONS**

### **Education and Experience**

- Must hold a Master's degree or higher;
- Completion of a program of graduate studies of at least 60 semester-hour credits in an approved college or university; and
- An externship of 450 clock hours. This externship is required in a school clinic, a child guidance clinic or other clinic approved by a qualifying school psychologist or by personnel approved by the Department.

### **Moral Character**

All applicants must undergo a criminal history background check.

### **EXAMINATION**

None

### **APPLICATION AND FEES**

#### **Fees**

License.....\$75.00

#### **Renewal Requirements**

Contact the Office of Licensure and Credentials concerning pending rules and regulations changes that affect this certification.

### **SOURCE OF INFORMATION**

Department of Education  
Office of Licensure and Credentials  
PO Box 500  
Trenton, NJ 08625-0500  
(609) 292-2070  
URL: <http://www.nj.gov/njded/educators/license/>

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## **SCHOOL SOCIAL WORKER**

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O\*NET Code: 21-1021.00

### **NATURE OF WORK**

A school social worker assists students with behavioral, mental, emotional or physical problems. He or she counsels those whose behavior, school progress, or mental or physical conditions indicates need for assistance.

License: School Social Worker  
Agency: Department of Education  
Legal Authority: NJSA 18A:43A-3, NJAC 6:11-11:8

### **QUALIFICATIONS**

#### **Education**

- A Master's degree from a regionally an accredited college or university; and
- Thirty semester-hour credits distributed within the following areas: psychology, special education, sociology, social case work, mental

hygiene, medical information, communication, organization and public welfare services.

- A Master's degree in social work from an accredited institution will be accepted as meeting the study requirements listed above.

### **Moral Character**

All applicants must undergo a criminal history background check.

### **EXAMINATION**

None

### **APPLICATION AND FEES**

#### **Fees**

License..... \$75.00

#### **Renewal Requirements**

Please contact the Office of Licensure and Credentials concerning pending rules and regulations changes that affect this certification.

### **SOURCE OF INFORMATION**

Department of Education  
Office of Licensure and Credentials  
PO Box 500  
Trenton, NJ 08625-0500  
(609) 292-2070  
URL: <http://www.nj.gov/njded/educators/license/>

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## **SCHOOL SPEECH-LANGUAGE SPECIALIST**

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O\*NET Code: 29-1127.01

### **NATURE OF WORK**

A school speech-language specialist makes assessments, analyses and classifies students' communication competencies and characteristics. He or she also participates in the planning of education programs for students with a communication disorder.

License: School Speech-Language Specialist  
Agency: Department of Education  
Legal Authority: NJSA 18A:1-26, NJAC 6:11-11:9

## QUALIFICATIONS

### Education

Applicants must hold a Master's degree in speech-language pathology.

### Moral Character

All applicants must undergo a criminal history background check.

## EXAMINATION

The candidate must pass a State-approved test of comprehensive knowledge in the field of speech-language pathology.

## APPLICATION AND FEES

### Fees

License.....	\$75.00
Examination.....	\$55.00
Test Score Service.....	\$20.00

### Renewal Requirements

Contact the Office of Licensure and Credentials concerning pending rules and regulations changes that affect this certification.

## SOURCE OF INFORMATION

Department of Education  
Office of Licensure and Credentials  
PO Box 500  
Trenton, NJ 08625-0500  
(609) 292-2070  
URL: <http://www.nj.gov/njded/educators/license/>

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## SCHOOL SUPERVISOR

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O\*NET Code: 11-9032.00

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## NATURE OF WORK

A school supervisor endorsement is required for applicants who do not hold a school administrator or principal endorsement. A supervisor is defined as any school officer who is charged with authority and responsibility for the continuing direction and guidance of the work of instructional personnel. This endorsement also authorizes appointment as an "assistant superintendent in charge of curriculum and/or instruction".

License: School Supervisor  
Agency: Department of Education  
Legal Authority: NJSA 18A:6; NJAC 6:11-9.4

## QUALIFICATIONS

### Education

- Must hold a Master's degree from an accredited or approved institution and successful completion of one of the following:
  1. A college curriculum approved by the Department of Education as the basis for issuing this endorsement.
  2. A program of college studies including 12 semester-hour graduate credits in supervision and curriculum development including:
    - Three credits in general principles of staff supervision for grades N-12.
    - Three credits in general principles of curriculum development and evaluation for grades N-12.
    - The additional elective credits may be oriented directly toward staff supervision or curriculum development in particular grade levels or in specific subject fields.
- Must hold a New Jersey instructional or educational services certificate.

### Experience

Three years of successful teaching experience.

### Moral Character

All applicants must undergo a criminal history background check.

## EXAMINATION

None

## APPLICATION AND FEES

A written application and official transcripts must be filed with the Department.

### Fees

License .....	\$75.00
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### **Renewal Requirements**

Contact the Office of Licensure and Credentials concerning pending rules and regulations changes that affect this certification.

### **SOURCE OF INFORMATION**

Department of Education  
Office of Licensure and Credentials  
PO Box 500  
Trenton, NJ 08625-0500  
(609) 292-2070  
URL: <http://www.nj.gov/njded/educators/license/>

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### **SECURITIES AGENT**

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O\*NET Code: 41-3031.01

### **NATURE OF WORK**

A securities agent is an individual who represents a registered securities broker-dealer or qualified issuer in effecting or attempting to effect securities transactions.

License: Securities Agent  
Agency: Department of Law and Public Safety, Board of Securities  
Legal Authority: NJSA 49:3-49(b), NJAC 13:47A-3.1

### **QUALIFICATIONS**

#### **Employment**

Must be employed by a registered broker-dealer or qualified issuer.

#### **Continuing Education**

Contact the Bureau of Securities for details on mandatory continuing education.

### **EXAMINATION**

Applicants must pass the Series 7 examination, administered by the National Association of Securities Dealers, Inc.

### **APPLICATION AND FEES**

A written application on Form U-4 pursuant to NJAC 13:47A-3.1 must be submitted as well as a State Police fingerprint card or registration processed through the National Association of

Securities Dealers Central Registration Depository.

### **Fees**

Annual Registration .....\$30.00

### **SOURCE OF INFORMATION**

Department of Law and Public Safety  
Division of Consumer Affairs  
Bureau of Securities  
PO Box 47029  
Newark, NJ 07101  
(973) 504-3600  
URL: <http://www.njsecurities.gov/>

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### **SECURITY OFFICER INSTRUCTOR**

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O\*NET Code: 25-3099.95

### **NATURE OF WORK**

A certified security officer instructor prepares and instructs candidates for security officer certification.

License: Certified Security Officer Instructor  
Agency: Division of State Police  
Legal Authority: NJSA 45:19A-12, NJAC 13:55A-3.1 et seq.

### **QUALIFICATIONS**

#### **Education and Experience**

Applicants must complete a 40-hour course of instruction entitled "Security Officer Instructor Training Course." In order to qualify for the course of instruction, applicants must submit the application and possess the following minimum qualifications:

- A combined 20 years of work experience as a duly sworn law enforcement officer, or a supervisor or manager for a security officer company licensed under the Private Detective's Act of 1939, or the laws of any other jurisdiction;
- A combined 15 years of work experience as a duly sworn law enforcement officer, or a supervisor or manager for a security officer company licensed under the Private



Detective's Act of 1939, or the laws of any other jurisdiction, and an Associate's degree from a fully accredited college or university; or

- A combined 10 years of work experience as a duly sworn law enforcement officer, or a supervisor or manager for a security officer company licensed under the Private Detective's Act of 1939, or the laws of any other jurisdiction, and a Bachelor's degree from a fully accredited college or university.

A 16-hour refresher course must be completed prior to license renewal biennially.

### **Age**

Must be at least 25 years of age.

### **Moral Character**

Applicants shall not have been convicted of a disqualifying crime or offense as set forth by the Superintendent. All applicants must undergo a criminal history background check.

### **EXAMINATION**

None

### **APPLICATION AND FEES**

Applicants shall submit a non-refundable initial application fee and a completed electronic application available at [www.njsp.org](http://www.njsp.org).

#### **Fees**

Application.....	\$200.00
Electronic Registry Surcharge .....	\$25.00
Biennial Renewal.....	\$60.00
Fingerprint Processing .....	\$78.00

(Payable to Sagem Morpho, Inc.)

### **SOURCE OF INFORMATION**

Department of Law and Public Safety  
New Jersey State Police  
Private Detective Unit  
PO Box 7068  
W. Trenton, NJ 08628-0068  
(609) 341-3426 or (609) 633-9352  
URL: <http://www.njsp.org/about/private-detective.html>

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## **SECURITY OFFICER**

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O\*NET Code: 33-9032.03

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### **NATURE OF WORK**

A security officer protects people or property, real or personal, from injury or harm, or for any other purpose whatsoever. He or she may deter, observe, detect or report incidents and activities for the purpose of preventing the theft, or the unlawful taking, conversion, concealment, or misappropriation of goods and wares, among others. A security officer may act to prevent any unlawful or unauthorized activity such as robbery, burglary, arson, criminal mischief, vandalism or trespass.

License:	Security Officer
Agency:	Division of State Police
Legal Authority:	NJSA 45:19A-12, NJAC 13:55A-3.1 et seq.

### **QUALIFICATIONS**

#### **Education**

An 8-hour refresher course must be completed prior to license renewal biennially.

#### **Age**

Must be at least 18 years of age.

#### **Moral Character**

Applicants shall not have been convicted of a disqualifying crime or offense as set forth by the Superintendent. All applicants must undergo a criminal history background check.

### **EXAMINATION**

None

### **APPLICATION AND FEES**

Applicants shall submit a non-refundable initial application fee and a completed electronic application available at [www.njsp.org](http://www.njsp.org).

#### **Fees**

Application.....	\$50.00
Electronic Registry Surcharge.....	\$25.00
Biennial Renewal .....	\$125.00
Fingerprint Processing.....	\$78.00

(Payable to Sagem Morpho, Inc.)

## SOURCE OF INFORMATION

Department of Law and Public Safety  
New Jersey State Police  
Private Detective Unit  
PO Box 7068  
W. Trenton, NJ 08628-0068  
(609) 341-3426 or (609) 633-9352  
URL: <http://www.njsp.org/about/private-detective.html>

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## SKIN CARE SPECIALIST

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O\*NET Code: 39-5094.00

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### NATURE OF WORK

A skin care specialist applies cosmetic preparations, antiseptics, tonics, lotions, creams or makeup to the scalp, face or neck, and may massage, cleanse or stimulate the face, neck or upper part of the body, with or without cosmetic preparations, either by hand, mechanical or electrical appliances. He or she also removes superfluous hair from the face, neck, arms, legs or abdomen by the use of depilatories, waxing or tweezers, but not the use of electrolysis.

License: Skin Care Specialist  
Agency: Board of Cosmetology and Hairstyling  
Legal Authority: NJSA 45:5B, NJAC 13:28

### QUALIFICATIONS

#### Education

- Successful completion of high school or its equivalent; and
- Successful completion of a 600-hour course of instruction in skin care at an approved school in New Jersey, another state, or a foreign country. Training completed at a school in another state or foreign country must, in the opinion of the Board, be substantially similar to that offered at licensed schools within New Jersey.

#### Age

Must be at least 17 years of age.

#### Moral Character

Must be of good moral character.

## EXAMINATION

Applicants must pass a written and practical examination conducted by the Board, covering the skin-care specialty curriculum. A student permit may be issued upon completion of 300 hours of schooling. This permit will expire upon interruption of training or graduation.

## APPLICATION AND FEES

A written application accompanied by proof of education must be submitted to the Board.

### Fees

Student Permit.....	\$5.00
Examination.....	\$50.00
Temporary Permit .....	\$20.00
Biennial Renewal.....	\$60.00

## SOURCE OF INFORMATION

Department of Law and Public Safety  
Division of Consumer Affairs  
Board of Cosmetology and Hairstyling  
PO Box 45003  
Newark, NJ 07101  
(973) 504-6400  
URL: <http://www.njconsumeraffairs.gov/nonmedical/coshair.htm>

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## SOCIAL WORKER

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O\*NET Code: 21-1029.00

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### NATURE OF WORK

A social worker helps to enhance, protect or restore a person's capacity for social functioning whether the person is impaired by physical, environmental or emotional factors. The practice shall include: policy and administration; clinical social work; planning and community organization; social work education; and research.

License: Social Worker, LCSW, LSW, CSW  
Agency: Board of Social Work Examiners  
Legal Authority: NJSA 45:15BB, NJAC 13:44G

## **QUALIFICATIONS**

### **Education and Experience**

#### *Licensed Clinical Social Worker (LCSW)*

- A Master's degree in social work from an educational institution accredited by the Council on Social Work Education or a Doctorate in social work from an accredited institution of higher education; and
- Completion of 12 semester hours of graduate level course work in methods of clinical social work practice.
- Two years of full time experience in the practice of clinical social work under the supervision of a LCSW one who is eligible to be licensed.

#### *Licensed Social Worker (LSW)*

A Master's degree in social work from an educational institution accredited by the Council on Social Work Education or a Doctorate in social work from an accredited institution of higher education.

#### *Certified Social Worker (CSW)*

A Bachelor's degree in social work from an educational institution accredited by the Council on Social Work Education.

### **Age**

Must be at least 21 years of age.

### **Continuing Education**

A LCSW shall complete a minimum of 40 credits of continuing education, of which at least 20 are in courses or programs directly related to clinical practice. Five credits must be related to ethics. A CSW shall complete a minimum of 20 credits of continuing education, five of which must be related to ethics.

### **Clinical Supervision**

Clinical supervision must be rendered by a LCSW with a minimum of three years of licensure who has completed at least 20 continuing education credits of post-graduate course work related to supervision. Any LSW who has entered into a supervisory relationship with a supervisor may continue the supervisory relationship until July 7, 2007.

### **Credentials**

No CSW shall practice clinical social work and a LSW may only practice clinical social work under the supervision of a LCSW.

### **Reciprocity**

An applicant licensed in a state whose requirements are similar to those of New Jersey may be issued a license without examination.

## **EXAMINATION**

Applicants for a LSW and LCSW license must pass the American Social Worker Board exam, intermediate and clinical levels respectively.

## **APPLICATION AND FEES**

An application for license or certification must be filed with the Board.

### **Fees**

Application.....	\$75.00
Biennial Renewal/Certification	
LCSW .....	\$160.00
LSW .....	\$120.00
CSW.....	\$70.00
Continuing Education Sponsors .....	\$100.00

## **SOURCE OF INFORMATION**

Department of Law and Public Safety  
Division of Consumer Affairs  
Board of Social Work Examiners  
PO Box 45033  
Newark, NJ 07101  
(973) 504-6495  
URL: <http://www.njconsumeraffairs.gov/medical/socialwork.htm>

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## **SPEECH**

## **PATHOLOGIST/AUDIOLOGIST**

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O\*NET Code: 29-1127.00

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## **NATURE OF WORK**

A speech pathologist or audiologist evaluates human speech, language and hearing disorders and provides non-medical treatment for the same. Some may conduct research to find the causes of speech and hearing problems.

License: Speech Pathologist or Audiologist  
Agency: Department of Law and Public Safety  
Legal Authority: NJSA 45:3B, NJAC 13:44C



## QUALIFICATIONS

### Education and Experience

- Applicants must hold a Master's degree in audiology, speech-language pathology, or both, from an accredited college or university recognized by the Commission on Higher Education; or a Bachelor's degree from an accredited college or university recognized by the Commission on Higher Education, and 42 post-baccalaureate semester hours acceptable toward a Master's degree. Of these 42 hours, at least 30 shall be in the area of speech-language pathology or audiology and at least 21 shall be obtained from a single college or university. No more than six hours may be in courses that provide credit for clinical practice; and
- Completion of a clinical internship, in accordance with NJAC 13:44C-3.6, in either audiology, speech-language pathology, or both, as appropriate.

### Continuing Education

Twenty documented hours of continuing professional education are required for each biennial renewal.

### Reciprocity

Applicants holding a valid license or certificate from another state may be granted a license,

without examination, provided the requirements of that state are at least equivalent to those of New Jersey.

## EXAMINATION

Applicants must achieve a score of 600 on the National Teacher's exam (in audiology or speech-language pathology) administered by the Educational Testing Service.

## APPLICATION AND FEES

A written application must be submitted to the Department.

### Fees

Application.....	\$75.00
Biennial Renewal.....	\$170.00
Reinstatement.....	\$50.00
Certification of Licensure in Other States....	\$50.00

## SOURCE OF INFORMATION

Department of Law and Public Safety  
Division of Consumer Affairs  
Audiology and Speech-Language Pathology  
Advisory Committee  
PO Box 45002  
Newark, NJ 07101  
(973) 504-6390  
URL: <http://www.njconsumeraffairs.gov/medical/audiology.htm>

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## SUBCODE OFFICIAL

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O\*NET Code: 13-1041.04

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## NATURE OF WORK

A subcode official is employed by a unit of government, or an approved third party agency, to enforce the provisions of those particular subcodes for which they are responsible and qualified, in accordance with the State Uniform Construction Code.

License: Subcode Official - Building, Electrical, Fire Professional  
Agency: Department of Community Affairs  
Legal Authority: NJSA 52:27D-119, NJAC 5:23-1

## QUALIFICATIONS

Contact Bureau of Code Services.

## EXAMINATION

Contact Bureau of Code Services.

## APPLICATION AND FEES

A written application must be submitted to the Department.

### Fees

#### Initial Application

If applied for at the same time as a technical license..... \$65.00

If applied for separately from a technical license..... \$35.00

Three-Year renewal ..... \$65.00

## SOURCE OF INFORMATION

Department of Community Affairs

Division of Codes and Standards

Bureau of Code Services

PO Box 816

Trenton, NJ 08625-0816

(609) 984-7834

URL: <http://www.nj.gov/dca/codes/>

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## SUBSTANCE AWARENESS COORDINATOR

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O\*NET Code: 21-1011.00

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## NATURE OF WORK

A substance awareness coordinator assists with the in-service training of school district staff concerning substance abuse issues and the district program to combat substance abuse.

License: Substance Awareness  
Coordinator

Agency: Department of Education

Legal Authority: NJSA 18A:40-A-18, NJAC  
6:11-11:5

## QUALIFICATIONS

### Education

*Substance Abuse Counselor, Certificate of Eligibility (SAC CE)*

- A Bachelor's or higher degree from a regionally accredited college or university, a valid New Jersey or out-of-State standard certificate as a school psychologist, school social worker, school counselor, director of school counseling services or school nurse and evidence of graduate study in areas of:
  1. Fundamentals of drug and alcohol and dependency and related problems;
  2. Child and adolescent development, including research-based risk, protective and resiliency factors for students at risk for school failure;
  3. Curriculum planning, implementation and staff development in chemical health education; and
  4. Coordination and delivery of intervention and referral services in a school setting, including multidisciplinary interventions teams; or
- A Bachelor's or higher degree from a regionally accredited college or university and a valid Licensed Certified Alcohol and Drug Counselor credential issued by the New Jersey Alcohol and Drug Counselor Committee of the Marriage and Family Board and evidence of graduate study in areas of:
  1. Curriculum planning, implementation and staff development in chemical health education;
  2. Coordination and delivery of intervention and referral services in a school setting, including multidisciplinary interventions teams;
  3. Assessment and counseling of drug and alcohol affected students and their families; and
  4. Coordination of research-based prevention program services in school and community settings; or
- A Bachelor's or higher degree from a regionally accredited college or university and a valid Certified Prevention Specialist

credential issued by the Addiction Professionals Certification Board of New Jersey and evidence of graduate study in areas:

1. Coordination and delivery of intervention and referral services in a school setting, including multidisciplinary interventions teams;
2. Assessment and counseling of drug and alcohol affected students and their families;
3. School and culture and the dynamics of policy and program development; and
4. School law as it related to substance abuse and related problems.

*Substance Abuse Counselor, Certificate of Eligibility with Advanced Standing (SAC CEAS)*

- Meet one of the requirements above, hold a standard instructional certificate or hold a Master's or higher degree from a regionally accredited college or university; and
- Completed a Department-approved graduate curriculum with a range of 21 to 27 semester-hour credits.

**Experience**

To be eligible for a provisional educational services certificate with a SAC endorsement, applicants shall possess a SAC CE or CEAS and obtain an offer of employment in a position that requires the SAC certificate.

To be eligible for a standard educational certificate with SAC endorsement, applicants shall possess a provisional education services certificate with SAC endorsement and complete a six month State-approved residency while employed full-time.

**EXAMINATION**

None

**APPLICATION AND FEES**

**Fees**

Certificate of Eligibility.....	\$150.00
Provisional License .....	\$75.00
Standard License .....	\$75.00

**SOURCE OF INFORMATION**

Department of Education  
Office of Licensure and Credentials  
PO Box 500  
Trenton, NJ 08625-0500  
(609) 292-2070  
URL: <http://www.nj.gov/njded/educators/license/>

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**SURVEYOR**

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O\*NET Code: 17-1022.00

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**NATURE OF WORK**

A surveyor measures distances, directions and angles between points, and elevation of points and contours on, above, and below the earth surface to establish official land, airspace and water boundaries for deeds, leases and other legal documents. This information is used to establish or reestablish land boundaries, plotting of construction projects, or for the sale or purchase of a property.

License: Land Surveyor  
Agency: Board of Professional Engineers and Land Surveyors  
Legal Authority: NJSA 45:8-27, NJAC 13:40-1

**QUALIFICATIONS**

**Education**

- Graduation from an approved curriculum in surveying of four years or more in a Board-approved school or college.
- Qualify on an English comprehension exam and a test of spoken English if undergraduate degree was received from a school in a non-English speaking country, or a country where the primary language is other than English.

**Experience**

Three years of land surveying experience which shall be original land surveying experience demonstrating increased responsibility over time that is acceptable to the Board. All experience must be gained under the regular and effective supervision of a licensed land surveyor. Completion of a Master's degree in surveying can be substituted for one year of experience, a doctorate degree for one additional year.

Surveying teaching experience can be substituted for up to two year's experience.

### **Comity**

Comity licensure, pursuant to NJSA 45:8-35(1), will be granted provided that education, experience, and examination requirements of the issuing agency are comparable to current requirements in New Jersey at the time of the applicant's initial licensure.

All prior State licenses must be current, active and in good standing in order for licensure, pursuant to NJSA 45:8-35(1)(d) or (e), to be granted.

### **Continuing Education**

Each applicant for license renewal must complete a minimum of 24 professional development hours, during the preceding biennial period.

### **Retired License**

A licensed professional who has been licensed for a maximum of 25 years and is at least 62 years of age may apply to the Board for status as a retired licensee or a no-fee retired licensee. Retired or no-fee retired licensees shall not offer or practice professional land surveying within the State.

## **EXAMINATION**

Examinations are given in April and October of each year. Applicants must pass 16 hours of written exams, testing the ability to perform the functions of a land surveyor.

## **APPLICATION AND FEES**

Applications must be typewritten and notarized, accompanied by the required fee, a photograph of the applicant taken no less than six months prior to applying, school transcripts and five references, at least three of whom are United States licensed land surveyors having direct personal knowledge of the applicant's experience or training.

### **Fees**

Application.....	\$75.00
Examination, Fundamentals.....	\$40.00
Biennial Registration .....	\$80.00
Retired License .....	\$40.00
Reinstatement.....	\$125.00
Reinstatement of Retired License .....	\$40.00

## **SOURCE OF INFORMATION**

Department of Law and Public Safety  
Division of Consumer Affairs  
Board of Professional Engineers and Land Surveyors  
PO Box 45015  
Newark, NJ 07101  
(973) 504-6460  
URL: <http://www.njconsumeraffairs.gov/nonmedical/pels.htm>

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## **SURVEYOR-IN-TRAINING**

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O\*NET Code: 17-1022.00

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## **NATURE OF WORK**

A surveyor-in-training works for a licensed surveyor as a trainee to gain experience in determining and recording of the precise location and boundaries of the survey area.

License: Land Surveyor-in-Training  
Agency: Board of Professional Engineers and Land Surveyors  
Legal Authority: NJSA 45:8-27, NJAC 13:40-1

## **QUALIFICATIONS**

### **Education**

Graduation from an approved curriculum in surveying of four years or more in a Board-approved school or college.

### **Experience**

Applicants for a professional land surveyor's license must have three years of land surveying experience that demonstrates increased responsibility over time. All experience must be gained under the supervision of a licensed land surveyor. Completion of a Master's degree in surveying can be substituted for one year of experience, a doctorate degree for one additional year. Surveying teaching experience can be substituted or up to two year's experience.

### **Comity**

Comity licensure, pursuant to NJSA 45:8-35(1), may be granted provided that education, experience, and examination requirements for licensure by the issuing agency are comparable to

current requirements of the State of New Jersey at the time of the applicant's initial licensure.

All prior State licenses must be current, active and in good standing in order for licensure, pursuant to NJSA 45:8-35(1)(d) or (e), to be granted.

### **Continuing Education**

Proof that he or she has completed continuing competency programs as specified by the Board.

### **EXAMINATION**

Examinations are given in April and October of each year. Applicants must pass an eight-hour written exam, testing the ability to perform the functions of a land surveyor.

### **APPLICATION AND FEES**

Applications must be typewritten and notarized, accompanied by the required fee, a photograph of the applicant, school transcripts and five references, at least three of whom are United States licensed land surveyors having direct personal knowledge of the applicant's experience or training.

### **Fees**

Application.....	\$30.00
Examination, Fundamentals .....	\$70.00
Examination, Specialized* .....	\$150.00
Biennial Registration .....	\$80.00
Retired License.....	\$40.00
Late Fee.....	\$50.00
Reinstatement.....	\$125.00
Reinstatement of Retired License.....	\$40.00

\* Principles of land surveying and New Jersey State portion.

### **SOURCE OF INFORMATION**

Department of Law and Public Safety  
Division of Consumer Affairs  
Board of Professional Engineers and Land Surveyors  
PO Box 45015  
Newark, NJ 07101  
(973) 504-6460  
URL: <http://www.njconsumeraffairs.gov/nonmedical/pels.htm>

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## **TAX COLLECTOR**

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O\*NET Code: 13-2081.00

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### **NATURE OF WORK**

A tax collector collects taxes upon real property in a municipality.

License: Certified Tax Collector  
Agency: Division of Local Government Services

Legal Authority: NJSA 40A:9-142

### **QUALIFICATIONS**

#### **Education and Experience**

- A high school diploma or equivalent.
- A college degree in a four-year course of instruction or at least two years full time experience in tax collecting; or
- At least one year of full time experience in tax collecting and 30 credit hours from a recognized college or university.
- Certificates of successful completion of Municipal Tax Collection I, II, and III courses offered by Rutgers or the Division of Local Government Services.

#### **Age**

Must be at least 21 years of age.

#### **Citizenship**

Must be a United States citizen.

#### **Continuing Education**

A minimum of two contact hours in: legislation, reporting/billing/collection, and general/secondary duties, and three contact hours in enforcement. A total of 15 contact hours is required every two years.

#### **Reciprocity**

Available among the 566 municipalities in New Jersey.

#### **Moral Character**

Must be of good moral character.



## EXAMINATION

Successful completion of the State certifying examination with a minimum average grade of 80.

## APPLICATION AND FEES

The application must be in writing, accompanied by two references to candidate's moral character.

### Fees

Examination.....	\$25.00
Certification.....	\$50.00
Recertification.....	\$50.00

## SOURCE OF INFORMATION

Department of Community Affairs  
Division of Local Government Services  
101 South Broad Street  
PO Box 803  
Trenton, NJ 08625-0803  
(609) 292-9757  
URL: <http://www.nj.gov/dca/lgs/certunit/certmenu.shtml>

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## TEACHER

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O\*NET Code: 25-2031.00

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## NATURE OF WORK

A teacher is a member of the professional staff of any district or regional Board of Education or Board of Vocational Education. Teaching includes all professionals who provide instruction to students and applies to elementary, middle, and secondary level educational institutions.

License: Teacher  
Agency: Department of Education  
Legal Authority: NJSA 18A:6, NJAC 6:11

## QUALIFICATIONS

### Education

The following requirements are the minimum needed for teacher certification. In addition to these, there may be other requirements based upon the type of endorsement requested.

- A Bachelor's degree from an accredited college or university with a grade point average (GPA) of at least 2.75 when a 4.0

equals an "A" grade and graduated before 9/1/04.

- A combined Bachelor's degree, post-bachelor program or advanced degree cumulative with a GPA of at least 2.75 when 4.0 equals an "A" grade and graduating after 9/1/04.
- Passing score in Praxis II/NTE Programs Specialty Area test(s) for subject teaching fields.
- Completion of at least 30 credits in a coherent major field of study in the instructional subject teaching fields.

The elementary education endorsement requires:

- A major in liberal arts or pure science;
- Must present official evidence of the following requirements to be eligible for a standard certificate:
  - Completion of requirements pursuant to NJAC 6A:9-8.1(a);
  - Completion of at least one year of appropriate, successful teaching experience under a valid out-of-state license or certificate;
  - Completion of an out-of-state non-traditional or alternate route teacher preparation program that is determined by the Department to be comparable to the State's school-based training and evaluation program provided to all New Jersey novice teachers; and
  - A valid certificate from the state in which the above was completed.
- Completion of a state approved college teacher preparation program and one year of full time teaching under a valid out-of-state license.

### Experience

Experience may be reviewed for the subject field requirements and/or administrative experience, as required for specific endorsements.

### Age

Must be at least 18 years of age.

### Citizenship

Certificates are issued only to U.S. citizens, or to non-citizens who must submit a notarized affidavit

of intent to become a citizen and a notarized non-citizen oath.

### **Continuing Education**

Each active teacher must complete 100 clock hours of State-approved continuing professional development and/or in-service training every five years.

### **Reciprocity**

Teachers holding valid out-of-state certificates may be issued a New Jersey certificate in accordance with the Interstate Certification Compact. Such applicants must pass the required test for issuance of a regular certification in a specific field.

### **EXAMINATION**

Most applicants for middle school and secondary teaching and subject area field positions must pass content area tests of the National Teacher Examination. Applicants for elementary and/or nursery education must pass the Elementary Education, Content Knowledge Examination. The identified tests are either National Teacher Examination Specialty Area tests or Praxis II Subject Assessment tests. The examination is administered by Educational Testing Services in Princeton, New Jersey. Information is available at <http://www.ets.org>.

### **APPLICATION AND FEES**

Applicants enrolled in New Jersey teacher education programs should apply through their college certification officer. Out-of-state applicants and alternate route applicants should apply through the Office of Licensure and Credentials. Applicants for endorsements in administration, educational services or instruction in special education, bilingual and ESL education, and vocational education should apply through the appropriate county education office. If applying online, applicants should first become familiar with the Teacher Certification Information System user manual, which is available at <http://www.nj.gov/njded/educators/license/tcis/manual.pdf>.

### **Fees**

Standard Certificate  
Requiring a Test.....\$95.00

Not Requiring a Test..... \$75.00  
Emergency Certificate .....\$75.00  
Renewal of Emergency or Provisional  
Certificate.....\$50.00  
Evaluation of Credentials to Determine  
Eligibility.....\$50.00  
Registration for Examination.....\$40.00

### **Renewal Requirements**

Please contact the Office of Licensure and Credentials concerning pending rules and regulations changes that affect this certification.

### **SOURCE OF INFORMATION**

Department of Education  
Office of Licensure and Credentials  
PO Box 500  
Trenton, NJ 08625-0500  
(609) 292-2070  
URL: <http://www.nj.gov/njded/educators/license/>

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## **THOROUGHbred RACE HORSE OWNER**

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O\*NET Code: 11-1021.00

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### **NATURE OF WORK**

Any individual who owns or leases, in whole or part, a horse that will race in any harness or horse race licensed by the New Jersey Racing Commission is required to obtain a license.

License: Owner  
Agency: New Jersey Racing Commission  
Legal Authority: NJSA 5:5, NJAC 13:71-7,  
NJAC 13:70-21

### **QUALIFICATIONS**

#### **Age**

Must be at least 18 years of age, unless a parent or guardian expressly assumes responsibility.

#### **Residency**

If an applicant is not a U.S. citizen, a valid immigration card must be presented before a license can be issued.

### **Moral Character**

A license will be denied to any individual convicted of illegal possession, sale or distribution of narcotics or hallucinogenic drugs or other controlled dangerous substances, or a crime involving moral turpitude. All applicants must be fingerprinted on a State card once and on a federal card every five years.

### **EXAMINATION**

None

### **APPLICATION AND FEES**

A written application must be submitted to the Commission.

#### **Fees**

License .....	\$50.00
Fingerprint Processing	
State Card .....	\$40.00
Federal Card .....	\$34.00

### **SOURCE OF INFORMATION**

Department of Law and Public Safety  
New Jersey Racing Commission  
PO Box 088  
Trenton, NJ 08625-0088  
(609) 292-0613  
URL: <http://www.nj.gov/oag/racing/licensing.html>

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## **THOROUGHBRED RACING OCCUPATIONS**

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O\*NET Code: 39-3019.99

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### **NATURE OF WORK**

The following racing occupations require a license:

- Authorized Agent
- Clocker (CID)\*
- Pari-mutuel Employee
- Plater
- Starter (CID)\*
- Timer (CID)\*
- Trainer
- Valet

- Vendor
- Veterinarian
  - \* Certificate of Identification (CID)

License: Various  
Agency: New Jersey Racing Commission  
Legal Authority: NJSA 5:5; NJAC 13:70, NJAC 13:71-7

### **QUALIFICATIONS**

#### **Age**

Must be at least 16 years of age with working papers.

#### **Residency**

Applicants must be United States citizens or have a valid immigration card.

#### **Moral Character**

A license will be denied to any individual convicted of illegal possession, sale or distribution of narcotics or hallucinogenic drugs or other controlled dangerous substance or and crime involving moral turpitude. All applicants must be fingerprinted on a State card once and on a federal card every five years.

### **EXAMINATION**

None

### **APPLICATION AND FEES**

A written application must be submitted to the Commission.

#### **Fees**

Authorized Agent .....	\$50.00
Clocker .....	\$10.00
Pari-mutuel Employee .....	\$25.00
Plater .....	\$20.00
Starter .....	\$10.00
Timer .....	\$5.00
Trainer .....	\$50.00
Valet .....	\$20.00
Vendor .....	\$50.00
Veterinarian .....	\$50.00
Fingerprint Processing	
State Card .....	\$40.00
Federal Card .....	\$34.00

## SOURCE OF INFORMATION

Department of Law and Public Safety  
New Jersey Racing Commission  
PO Box 088  
Trenton, NJ 08625-0088  
(609) 292-0613  
URL: <http://www.nj.gov/oag/racing/licensing.html>

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## TREE EXPERT

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O\*NET Code: 37-3013.00

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### NATURE OF WORK

A tree expert provides professional tree care and maintenance services to improve the appearance, health and value of trees, or to maintain rights-of-way for roads, sidewalks or utilities.

License: Certified Tree Expert  
Agency: Department of Environmental Protection  
Legal Authority: NJSA 45:15C-2, NJAC 8:7A

### QUALIFICATIONS

#### Education and Experience

- Four years of college, preferably in forestry, horticulture, or equivalent; and
- Must be continuously engaged in the practice as a tree expert for at least five years; or
- Must complete two years of college with courses in the theory of tree care and practice and be employed in the arboricultural field for at least three years.

#### Age

Must be at least 21 years of age.

#### Citizenship

Must be a United States citizen, or one who has duly declared his or her intention of becoming a citizen.

### EXAMINATION

The Certified Tree Expert exam is usually held at Cook College during the month of July and is comprised of two separate parts: a written section and a field section. Each section takes approximately three hours.

## APPLICATION AND FEES

### Fees

Application..... \$40.00  
Annual Renewal..... \$25.00

## SOURCE OF INFORMATION

Department of Environmental Protection  
Division of Parks and Forestry  
PO Box 404  
Trenton, NJ 08625-0404  
(609) 292-2532  
URL: <http://www.nj.gov/dep/parksandforests/>

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## TRUCK DRIVER

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O\*NET Code: 53-3032.00

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### NATURE OF WORK

A commercial truck driver operates trucks and tractor-trailers that move materials and finished products from one place to another. Interstate truck drivers are subject to new federal licensing requirements.

License: Commercial Driver  
Agency: Motor Vehicle Commission  
Legal Authority: NJSA 39:3-10.9, NJAC 13:21-23

### QUALIFICATIONS

#### Experience

Must have a valid basic New Jersey driver's license (Class D) and comply with all New Jersey commercial motor vehicle rules.

#### Age

Must be at least 21 years of age.

#### Physical Condition

Applicants must have 20/40 vision in each eye (with or without glasses); be able to recognize red, green and amber colors; and be physically fit.

Mandatory physical examinations and drug testing are required under section CRF 391.4, including requirements for updated physicals every two years. Drivers are randomly tested for drugs.

## **Reciprocity**

Out-of-state Commercial Drivers licenses must be transferred within 60 days of becoming a resident, or before current license expires. Applicant must visit any Motor Vehicle agency and present an original medical exam form (no more than one year old), completed by a physician, purchase a \$10 CDL transfer permit, pass the knowledge and vision test and pay the appropriate transfer fee and required licensing fee.

## **EXAMINATION**

### *Class A*

Required for drivers of any tractor-trailer or truck and trailer with a gross combination weight rating (GCWR) of 26,001 or more pounds, provided the GCWR of the towed vehicle is more than 10,000 lbs. Class A operators are also qualified to operate vehicles in Class B and Class C with proper endorsements.

### *Class B*

Required for drivers of any vehicle with, or displaying a gross vehicle weight rating (GVWR) of 26,001 or more pounds, or a vehicle with a gross weight rating of 26,001 or more pounds towing a trailer with a gross vehicle rating of less than 10,000 pounds. Class B operators are also qualified to operate vehicles of the class C type with proper endorsements.

### *Class C*

Required for drivers of any vehicle with a GVWR of less than 26,001 pounds used and placarded to transport hazardous materials.

## **Endorsements**

- A Double and Triple Trailer Endorsement to a Class A license is needed for operators of vehicles pulling two or three trailers.
- A Tank Vehicle Endorsement is needed for operators of vehicles that transport liquids or gas in bulk.
- A Hazardous Materials Endorsement is needed for operators of vehicles transporting hazardous materials that require placarding. A knowledge test is necessary before receiving a tank vehicle or hazardous materials endorsement.

- An Air Brake Restriction: Driver must be qualified to operate vehicles equipped with air brakes. All endorsements require a written and a road test.

## **APPLICATION AND FEES**

Applicants without a basic New Jersey license should factor in the \$124 fee for a basic license.

### **Fees**

Permit .....	\$35.00
Four-Year Registration.....	\$42.00
Endorsements (each) .....	\$2.00

## **SOURCE OF INFORMATION**

Motor Vehicle Commission  
CDL Unit

PO Box 685  
225 E. State St.

Trenton, NJ 08666  
(609) 292-7500

URL: <http://www.state.nj.us/mvc/Commercial/getting.htm>

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## **UNDERGROUND STORAGE TANK SERVICER**

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O\*NET Code: 47-4071.00

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## **NATURE OF WORK**

An underground storage tank servicer is hired to install, maintain, test, close and provide sub-surface evaluation and corrosion protection analysis of underground storage tanks.

License: Various

Agency: Department of Environmental  
Protection

Legal Authority: NJSA 58:10A-21, NJAC 7:14B

## **QUALIFICATIONS**

### **Education**

Must complete appropriate health and safety training in accordance with the US Environmental Protection Agency's Standard Operating Safety Guides and the US Department of Labor's Occupational Safety and Health Administration's Safety and Health Standards.

## **Classification Experience**

### *Installation*

Must have two years experience, manufacturer's training and participation in at least five installation services during each year of experience.

### *Closure*

Must have two years experience and participation in at least five closure services during each year of experience.

### *Tank Testing*

Must have two years experience and participation in at least five tests during each year of experience.

### *Subsurface Evaluation*

Must have a Bachelor's degree in a natural science or appropriate engineering discipline and two years experience in at least five subsurface evaluations during each year of experience.

### *Corrosion Protection System Analyst*

Must have two years experience.

## **Enforcement**

The Department may rescind, revoke or suspend certification for making a false statement on an application for certification, misrepresentation or the use of fraud in obtaining certification or performing underground tank services. Civil administration penalties also apply.

## **EXAMINATION**

An individual may acquire a maximum of five certifications. Examinations are offered three times yearly at either Rider University, or The College of New Jersey.

## **APPLICATION AND FEES**

Must be renewed every three years.

### **Fees**

Application.....	\$35.00
Additional Certifications (each) .....	\$35.00
Proficiency Examinations (each).....	\$35.00
Firms (Unlimited Applications) .....	\$35.00
Initial License.....	\$250.00

## **SOURCE OF INFORMATION**

Department of Environmental Protection  
Division of General Services  
Examination and Licensing Unit  
PO Box 441  
Trenton, NJ 08625-0441  
(609) 777-1013  
URL: <http://www.nj.gov/dep/index.html>

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## **URBAN PLANNER**

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O\*NET Code: 19-3051.00

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## **NATURE OF WORK**

An urban planner, or professional planner, develops long- and short-term plans to promote the best use of land for the growth and revitalization of urban, suburban and rural communities, while helping local officials make decisions concerning social, economic, and environmental problems.

License: Professional Planner  
Agency: Board of Professional Planners  
Legal Authority: NJSA 45:14A, NJAC 13:41

## **QUALIFICATIONS**

### **Education and Experience**

- A graduate degree in professional planning from an accredited college or university with a minimum of two years experience in the full-time practice of professional planning; or a graduate degree in a field other than professional planning with a minimum of four years experience in the full-time practice of professional planning;
- An undergraduate degree in professional planning from an accredited college or university in a curriculum offering a major or option comprising a minimum of 21 credit hours in such recognized planning subjects; with a minimum of three years experience in the full-time practice of professional planning or an undergraduate degree in a field other than professional planning with a minimum of four years experience in the full-time practice of professional planning; or

- Graduation from a secondary school and at least eight years of professional planning experience.

### **Apprenticeship**

An applicant for a certificate of registration as a planner-in-training must present proof of a degree in an approved course in planning of four years or more from an accredited school or college and a passing grade in the State examination, or present a detailed report of four years or more of active practice in planning work and a passing grade in the State examination. A planner-in-training may be upgraded to a licensed professional planner.

### **Exemption**

A person licensed as an engineer, architect, landscape architect or land surveyor is exempt from taking the first part of the State examination.

### **Citizenship**

Must be a United States citizen or have declared his or her intention to become a United States citizen.

### **Reciprocity**

The Board may issue a certificate of license as a professional planner without written examination to any person holding a certificate of license as a professional planner issued to him by any state, when the applicant's qualifications meet the requirements of this act and the rules established by the Board.

### **Moral Character**

Must be of good moral character.

## **EXAMINATION**

Examinations for license shall be offered at least once annually at such times and places as the Board shall determine. An applicant shall obtain a passing grade on both the National and State parts of the examination.

## **APPLICATION AND FEES**

Applications must be notarized, accompanied by five references, of which three or more shall be licensed professional planners having personal knowledge of the applicant's planning experience. All applicants must submit a full-face passport-

style photograph taken within six months prior to applying.

Applications for a certificate of registration as planner-in-training must be accompanied by three references, of which at least one shall be a licensed professional planner having personal knowledge of the applicant's planning, training or experience.

### **Fees**

Application .....	\$75.00
State Part Examination .....	\$200.00
Initial License .....	\$165.00
Biennial Renewal .....	\$130.00

## **SOURCE OF INFORMATION**

Department of Law and Public Safety

Division of Consumer Affairs

Board of Professional Planners

PO Box 45016

Newark, NJ 07101

(973) 504-6465

URL: <http://www.njconsumeraffairs.gov/nonmedical/planners.htm>

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## **UROLOGIC RADIOLOGIC TECHNOLOGIST**

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O\*NET Code: 29-2034.01

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## **NATURE OF WORK**

A urologic radiologic technologist is a specialized radiologic technologist whose practice of radiography is limited to x-ray procedures of the urologic system (i.e., abdomen and pelvic area) for diagnostic purposes. Procedures not included in this practice are bone density, fluoroscopy and computer tomography. He or she works under the supervision of a licensed physician.

License: Urologic Radiologic  
Technologist

Agency: Department of Environmental  
Protection

Legal Authority: NJSA 26:2D-24 et seq., NJAC  
7:28-19 et seq.

## **QUALIFICATIONS**

### **Education**

- Successful completion of a four-year course of study in a secondary school (i.e., high school) approved or recognized by the Department of Education or passed an equivalency test; and
- Successful completion of a curriculum in urologic radiography approved by the Department or its equivalent, as determined by the Department.

All schools operating in New Jersey must be approved by the Department prior to enrolling students.

### **Age**

Must be at least 18 years of age.

### **Internship**

Students must be enrolled in and attending a Board-approved school and acting in a Board-approved clinical facility. Supervision must be in accordance with the Board's requirements.

### **Reciprocity**

The Board may issue a license to an applicant who has met the above qualifications and has passed a Board-approved examination or an equivalent examination.

### **Moral Character**

Must be of good moral character, as determined by the Department.

## **EXAMINATION**

Applicants must pass an exam approved by the Board. Examinations are only available in a computer format. All examination dates are scheduled with the Department's test vendors after the application has been approved, and notification from the test vendor is received.

## **APPLICATION AND FEES**

Applications can be obtained by contacting the Bureau of Radiological Health.

### **Fees**

Application.....	\$40.00
Examination.....	\$60.00
Biennial Renewal.....	\$50.00

## **SOURCE OF INFORMATION**

Department of Environmental Protection  
Division of Environmental Safety and Health  
Bureau of Radiological Health  
PO Box 415  
Trenton, NJ 08625-0415  
(609) 984-5890  
URL: <http://www.nj.gov/dep/rpp/tec/index.htm>

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## **VETERINARIAN**

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O\*NET Code: 29-1131.00

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## **NATURE OF WORK**

A veterinarian, sometimes called a Doctor of Veterinary Medicine, is a health professional who diagnoses, and treats animal diseases and injuries and provides advice on their feeding, care, and breeding. He or she dresses wounds, sets broken bones, performs surgery, and prescribes medications to restore health.

License: Veterinarian  
Agency: Board of Veterinary Medical  
Examiners  
Legal Authority: NJSA 45:16, NJAC 13:44-1

## **QUALIFICATIONS**

### **Education**

A degree of veterinary medicine from an American Veterinary Medicine Association accredited college or university, or successful completion of the Education Commission for Foreign Veterinary Graduates program.

### **Reciprocity**

The Board may issue a license, without a practical examination, to an applicant who has held a valid unsuspended license for a minimum of five years immediately preceding application, from another jurisdiction whose requirements are equivalent to those of New Jersey, has five years of clinical experience, and has passed the National Board Examination and Clinical Competency Test or the



North American Veterinary Licensing Examination. In this case, the applicant would be required to pass a state jurisprudence examination.

### **Moral Character**

A license may be denied to any applicant who habitually uses drugs or intoxicants, or has been convicted of a crime involving moral turpitude.

### **EXAMINATION**

There are national and state examinations. The national exam is the North American Veterinary Licensing Examination. The state exam is the New Jersey Practical Examination. A score of 70 on the nationals is required in order to sit for the state exam.

### **Endorsement**

A licensee shall not engage in the services of a non-licensed veterinarian for the purpose of being trained or to practice veterinary medicine, dentistry or surgery unless the non-licensed veterinarian first obtains a temporary permit issued by the Board, pursuant to NJAC 13:44-2.2.

### **APPLICATION AND FEES**

Applicants must submit a notarized application, with two recent full-face, passport-sized photographs attached, and the appropriate filing fee, for a review of credentials. Applicants shall show proof that they have passed the required National Board Examinations and Clinical Competency Test or the North American Veterinary Licensing Examination. An official transcript of veterinary school degrees/credits must also be forwarded directly to the Board by the college or university from which the applicant graduated.

### **Fees**

Application for Review of Credentials .....	\$75.00
Examination.....	\$250.00
Biennial Registration	
Active .....	\$250.00
Inactive.....	\$150.00
License.....	\$250.00
Temporary Permit.....	\$100.00

### **SOURCE OF INFORMATION**

Department of Law and Public Safety  
Division of Consumer Affairs  
Board of Veterinary Medical Examiners  
PO Box 45020  
Newark, NJ 07101  
(973) 504-6500  
URL: <http://www.njconsumeraffairs.gov/medical/veterinary.htm>

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## **WASTEWATER/WATER SYSTEM OPERATION**

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O\*NET Code: 51-8031.00

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### **NATURE OF WORK**

A wastewater system operator supervises or operates a public wastewater collection system, public wastewater treatment system, public water distribution system, public water treatment system or an industrial wastewater treatment system. He or she is on-site a significant amount of the time and is responsible for the operation, maintenance and effectiveness of the system.

License: Various  
Agency: Department of Environmental Protection  
Legal Authority: NJSA 58:11, NJAC 7:10-13

### **QUALIFICATIONS**

#### **Education and Experience**

##### *Classification 1*

A high school diploma/equivalent or a college degree plus one year of experience. Applicants with only a high school diploma/equivalent must complete an introductory course in Water/Wastewater System Operation.

##### *Classification 2*

- A high school diploma or equivalent plus three years of experience;
- An Associate's degree plus two years of experience; or
- A Bachelor's degree plus one and one-half years of experience.

##### *Classification 3*

- A high school diploma or equivalent plus six years of experience;

- An Associate's degree plus four years of experience; or
- A Bachelor's degree plus three years of experience.

#### *Classification 4*

- A high school diploma or equivalent plus ten years of experience;
- An Associate's degree plus seven years of experience; or
- A Bachelor's degree plus five years of experience.

In addition, applicants for *Classifications 2-4* with only a high school diploma must complete an advanced course in Water/Wastewater System Operation.

#### Continuing Education

A licensee who has been licensed for less than three years is not required to complete the continuing education training. All applicants for renewal shall accumulate Training Contact Hours to meet the continuing education requirements. Any seminar, workshop, training course or college course related to the water/wastewater field, approved by International Association for Continuing Education and Training, is approved by the Department. Any other type of related courses shall be reviewed and may be approved by the Department on an individual case basis. The number of training hours required is as follows:

- Very Small Water Systems – 12 hours
- Classifications 1 and 2 – 18 hours
- Classifications 3 and 4 – 36 hours

#### **Reciprocity**

A license may be issued, without examination, to any person holding a valid license from another state whose requirements are equivalent to those of New Jersey.

#### **EXAMINATION**

Written and/or oral examinations are held at least two times a year, and at such times as the Department may deem necessary.

#### **APPLICATION AND FEES**

An application completed on forms furnished by the Department accompanied by proof of

education and experience must be submitted before the prestamped closing date on the form. Renewal applications must be submitted prior to September 30<sup>th</sup> of each year.

#### **Fees**

Application.....	\$35.00
Initial License .....	\$25.00
Annual Renewal.....	\$20.00
Late Renewal .....	\$10.00

#### **SOURCE OF INFORMATION**

Department of Environmental Protection  
Division of General Services  
Examination and Licensing Unit  
PO Box 441  
Trenton, NJ 08625-0441  
(609) 777-1013  
URL: <http://www.nj.gov/dep/index.html>

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### **WATERFRONT CHECKER**

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O\*NET Code: 43-3031.00

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#### **NATURE OF WORK**

A waterfront checker engages in the checking and custodial accounting of waterborne freight, and the recording or tabulation of hours worked by waterfront workers at piers or other waterfront terminals in the Port of New York and New Jersey.

License: Checker  
Agency: Waterfront Commission of New York Harbor  
Legal Authority: NJSA 32:23-105

#### **QUALIFICATIONS**

##### **Residency**

Proof of residence, birth, and other personal information, if applicable, may be required.

##### **Moral Character**

Must not have a serious criminal record, and be fingerprinted and photographed.

#### **EXAMINATION**

None

## APPLICATION AND FEES

Application must be notarized.

### Fees

Fingerprint Processing  
New York Residents.....\$99.00  
New Jersey Residents.....\$78.00

## SOURCE OF INFORMATION

Waterfront Commission of New York Harbor  
39 Broadway, 4<sup>th</sup> Floor  
New York, NY 10006  
(212) 742-9280  
URL: <http://www.wcnymh.org/lic.htm>

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## WATERFRONT ELECTRONIC HIRING SYSTEM CONTROLLER

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O\*NET Code: 13-1071.00

## NATURE OF WORK

A waterfront electronic hiring system controller participates in the operation of telecommunications hiring system through which longshore workers and checkers are hired for employment at piers or other waterfront terminals in the Port of New York and New Jersey.

License: Telecommunications System  
Controller  
Agency: Waterfront Commission of New  
York Harbor  
Legal Authority: NJSA 32:23-105-1

## QUALIFICATIONS

### Residency

Proof of residence, birth, and other personal information, if applicable, may be required.

### Moral Character

Must not have a serious criminal record, and be fingerprinted and photographed.

## EXAMINATION

None

## APPLICATION AND FEES

### Fees

Fingerprint Processing  
New York Residents.....\$99.00  
New Jersey Residents.....\$78.00

## SOURCE OF INFORMATION

Waterfront Commission of New York Harbor  
39 Broadway, 4<sup>th</sup> Floor  
New York, NY 10006  
(212) 742-9280  
URL: <http://www.wcnymh.org/lic.htm>

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## WATERFRONT HIRING AGENT

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O\*NET Code: 13-1071.00

## NATURE OF WORK

A waterfront hiring agent selects any longshoreman for employment involving the movement of waterborne freight in the Port of New York and New Jersey.

License: Hiring Agent  
Agency: Waterfront Commission of New  
York Harbor  
Legal Authority: NJSA 32:23-6, 32:23-12

## QUALIFICATIONS

### Residency

Proof of residence, birth, and other personal information, if applicable, may be required.

### Moral Character

Must not have a serious criminal record and be fingerprinted and photographed.

## EXAMINATION

None

## APPLICATION AND FEES

Application must be notarized.

### Fees

Fingerprint Processing  
New York Residents.....\$99.00  
New Jersey Residents.....\$78.00

## SOURCE OF INFORMATION

Waterfront Commission of New York Harbor  
39 Broadway, 4<sup>th</sup> Floor  
New York, NY 10006  
(212) 742-9280  
URL: <http://www.wcnyh.org/lic.htm>

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## WEIGHMASTER

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O\*NET Code: 43-5111.01

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### NATURE OF WORK

A weighmaster or certified weigher, enforces State and federal vehicle weight laws by certifying a vehicle's gross and fare weight taken on the same scales.

License: Weighmaster  
Agency: Department of Law and Public Safety  
Legal Authority: NJSA 51:1,73-82 inclusive, NJAC 13:47E-1.3 (a & b)

### QUALIFICATIONS

#### Experience

Applicants must have experience in weighing vehicles and a full working knowledge of New Jersey Weights and Measures law. He or she must be employed by a company needing a certified weighmaster.

#### Age

Must be at least 18 years of age.

#### Residency

Must be a resident of New Jersey.

### EXAMINATION

Examinations are conducted by the State Superintendent of Weights and Measures, testing the applicant's knowledge of the New Jersey Weighmaster Laws.

### APPLICATION AND FEES

A written application, accompanied by one endorsement from a reputable citizen of the applicant's community, or from his/her immediate

supervisor, is required. Endorsement block appears on application.

#### Fees

Three-Year Certificate ..... \$150.00

## SOURCE OF INFORMATION

Department of Law and Public Safety  
Division of Consumer Affairs  
Office of Weights and Measures  
1261 Route 1 and 9 South  
Avenel, NJ 07001  
(732) 815-4840  
URL: <http://www.njconsumeraffairs.gov/owm.htm>

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## WELL DRILLER

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O\*NET Code: 47-5021.00

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### NATURE OF WORK

A well driller supervises and/or engages in the drilling, constructing, installing, repairing, replacing, modifying, stimulating, dewatering or sealing of any well. Additionally, he or she may supervise and/or engage in the installation and repair of well pumping equipment and appurtenances thereto in connection with any well. There are five difference licenses related to this occupations listed below.

Licenses: Master Well Driver;  
Journeyman/Journeyman Class  
B; Monitoring Well Driller;  
Dewatering Well Driver; Soil  
Borer  
Agency: Department of Environmental  
Protection  
Legal Authority: NJSA 58:4A-4.1 NJAC 7:9D

### QUALIFICATIONS

#### Education

A high school diploma or equivalent.

#### Experience

*Master Well Driller*

Five years of well drilling experience, of which two years must be as a licensed New Jersey journeyman well driller.

### *Journeyman/Journeyman Class B Well Driller*

Three years of well drilling experience under the supervision of a master or journeyman well driller.

### *Monitoring Well Driller*

Three years of well drilling experience under the supervision of a master or journeyman well driller, or a monitoring well driller.

### *Dewatering Well Driller*

Three years of experience drilling and sealing dewatering wells or dewatering wellpoints under the supervision of either a master or journeyman well driller, or a licensed dewatering well driller.

### *Soil Borer*

Three years of experience drilling and sealing borings under the supervision of either a master or journeyman well driller, licensed soil borer or monitoring well driller; or experience monitoring well drilling.

### **Reciprocity**

Any applicant not having the required experience in the State of New Jersey shall submit evidence that he or she is in possession of a valid National Ground Water Association (NGWA) Certification in the appropriate well drilling category, evidence of three years of drilling experience in any other state, and any other requirements deemed necessary by the Department for such applicants.

### **Age**

Must be at least 18 years of age.

## **EXAMINATION**

Examinations are held in April and October for Master Well Driller and Journeyman, and June and December for the other three licenses. Applicants must obtain a passing grade of at least 70 percent on each portion of the written examination administered for their specific license category.

## **APPLICATION AND FEES**

A notarized application must be filed with the Board before the first day of the month prior to the exam month, accompanied by a copy of a high school diploma or GED certificate, and legible copies of the State Well Permit and Well Record for each of the wells required to be listed in the

experience section of the application. Applicants must also submit references for the work experience as indicated on the application for each license category.

Renewals shall be made by submitting the application provided by the Department, prior to June 30<sup>th</sup>.

### **Fees**

Application (Non-Refundable) .....	\$50.00
Initial License .....	\$300.00
Triennial Renewal .....	\$300.00
Late Renewal.....	\$50.00

## **SOURCE OF INFORMATION**

Department of Environmental Protection  
Bureau of Water Allocation  
PO Box 426

Trenton, NJ 08625-0426  
(609) 984-6831

URL: <http://www.nj.gov/dep/watersupply/advisoryboard.htm>

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## APPENDIX – NEW JERSEY LICENSING AGENCIES

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Casino Control Commission  
Arcade Building  
Tennessee Avenue & Boardwalk  
Atlantic City, NJ 08401  
(609) 441-3030  
URL: <http://www.nj.gov/casinos/applications.htm>

Department of Agriculture  
Dairy and Commodity Regulation  
PO Box 332  
Trenton, NJ 08625-0332  
(609) 292-5646  
URL: <http://www.nj.gov/agriculture/divisions/md/prog/dairy.html#2>

Department of Banking and Insurance  
Division of Insurance  
Producer Licensing Unit  
PO Box 327  
Trenton, NJ 08625-0327  
(609) 292-4337  
URL: <http://www.njdobi.org/insmnu.shtml>

Department of Banking and Insurance  
New Jersey Real Estate Commission  
PO Box 328  
Trenton, NJ 08625-0328  
(609) 292-8300  
URL: <http://www.nj.gov/dobi/remnu.shtml>

Department of Banking and Insurance  
Division of Banking  
Licensing Services  
PO Box 473  
Trenton, NJ 08625-473  
(609) 292-5340  
URL: <http://www.nj.gov/dobi/index.shtml>

Department of Community Affairs  
Division of Fire Safety  
PO Box 809  
Trenton, NJ 08625-0809  
(609) 633-6070  
URL: <http://www.nj.gov/dca/dfs/>

Department of Community Affairs  
Division of Codes and Standards  
Asbestos Licensing  
PO Box 816  
Trenton, NJ 08625-0816  
(609) 633-6224  
URL: <http://www.nj.gov/dca/codes/>

Department of Community Affairs  
Division of Codes and Standards  
Bureau of Code Services  
PO Box 816  
Trenton, NJ 08625-0816  
(609) 984-7834  
URL: <http://www.nj.gov/dca/codes/>

Department of Community Affairs  
Division of Codes and Standards  
Bureau of Rooming and Boarding House Standards  
PO Box 804  
Trenton, NJ 08625-0804  
(609) 984-1707  
URL: <http://www.nj.gov/dca/codes/roomingandboarding/index.shtml>

Department of Community Affairs  
Division of Local Government Services  
101 South Broad Street  
PO Box 803  
Trenton, NJ 08625-0803  
(609) 292-9757  
URL: <http://www.nj.gov/dca/lgs/certunit/certmenu.shtml>

Department of Education  
Office of Licensure and Academic Credentials  
PO Box 500  
Trenton, NJ 08625-0500  
(609) 292-2070  
URL: <http://www.nj.gov/njded/educators/license/>

Department of Environmental Protection  
Division of Parks and Forestry  
PO Box 404  
Trenton, NJ 08625-0404  
(609) 292-2532  
URL: <http://www.nj.gov/dep/parksandforests/>

Department of Environmental Protection  
Compliance and Enforcement  
Pesticide Control Program  
PO Box 411  
Trenton, NJ 08625-0411  
(609) 984-6507  
URL: <http://www.nj.gov/dep/enforcement/pcp/bpo-appcom.htm>

Department of Environmental Protection  
Division of Environmental Safety and Health  
Bureau of Radiological Health  
PO Box 415  
Trenton, NJ 08625-0415  
(609) 984-5890  
URL: <http://www.nj.gov/dep/rpp/tec/index.htm>

Department of Environmental Protection  
Division of Environmental Safety, Health and  
Analytical Programs  
Radon Certification Program  
PO Box 415  
Trenton, NJ 08625-0415  
(609) 984-5425  
URL: <http://www.nj.gov/dep/rpp/radon/index.htm>

Department of Environmental Protection  
Division of General Management and Budget  
Services  
Examination and Licensing Unit  
PO Box 441  
Trenton, NJ 08625-0441  
(609) 777-1013

Department of Environmental Protection  
Bureau of Water Allocation  
PO Box 426  
Trenton, NJ 08625-0426  
(609) 984-6831  
URL: <http://www.nj.gov/dep/infofinder/topics/water.htm>

Department of Environmental Protection  
Motor Vehicle Inspection & Maintenance  
380 Scotch Road  
PO Box 437  
Trenton, NJ 08625-0437  
(609) 530-4035  
URL: [http://www.nj.gov/dep/bmvim/bmvim\\_etep.htm](http://www.nj.gov/dep/bmvim/bmvim_etep.htm)

Department of Health and Senior Services  
Office of Public Health  
Education, Training, and Licensure Program  
PO Box 360  
Trenton, NJ 08625-0360  
(609) 292-4993  
URL: <http://www.nj.gov/health/lh/olh.htm>

Department of Health and Senior Services  
Division of Epidemiology, Environmental and  
Occupational Health  
Infectious and Zoonotic Diseases Program  
PO Box 369  
Trenton, NJ 08625-0369  
(609) 588-3121  
URL: <http://www.nj.gov/health/cd/izdphome.htm>

Department of Health and Senior Services  
Consumer and Environmental Health Services  
PO Box 369  
Trenton, NJ 08625-0369  
(609) 631-6749  
URL: <http://www.nj.gov/health/eoh/cehsweb/index.html>

Department of Health and Senior Services  
Division of Long Term Care Systems  
PO Box 367  
Trenton, NJ 08625-0367  
(609) 633-9051  
URL: <http://www.nj.gov/health/ltc/index.shtml>

Department of Health and Senior Services  
Office of Emergency Medical Services  
PO Box 360  
Trenton, NJ 08625-0360  
(609) 633-7777  
URL: <http://www.nj.gov/health/ems/index.html>

Department of Labor and Workforce Development  
Division of Public Safety and Occupational Safety  
and Health  
Bureau of Boiler and Pressure Vessel Compliance  
PO Box 392  
Trenton, NJ 08625-0392  
(609) 292-2345  
URL: <http://www.nj.gov/labor/lssc/lsspsform.html>



Department of Labor and Workforce Development  
Division of Public Safety and Occupational Safety  
and Health  
Asbestos Control and Licensing  
PO Box 949  
Trenton, NJ 08625-0949  
(609) 633-2159  
URL: <http://www.nj.gov/labor/lsse/lsshinfo.html>

Department of Labor and Workforce Development  
Division of Labor Standards and Safety Enforcement  
Office of Public Safety Compliance  
PO Box 386  
Trenton, NJ 08625-0386  
(609) 292-5626  
URL: <http://www.nj.gov/labor/lsse/lspform.html>

Department of Law and Public Safety  
Division of Consumer Affairs  
Alcohol and Drug Counselor Committee  
PO Box 45040  
Newark, NJ 07101  
(973) 504-6582  
URL: <http://www.njconsumeraffairs.gov/medical/alcdrug.htm>

Department of Law and Public Safety  
Division of Consumer Affairs  
Athletic Training Advisory Committee  
Board of Medical Examiners  
PO Box 46017  
Newark, NJ 07101  
(973) 504-6414  
URL: <http://www.njconsumeraffairs.gov/medical/athletic.htm>

Department of Law and Public Safety  
Division of Consumer Affairs  
Audiology and Speech-Language Pathology  
Advisory Committee  
PO Box 45002  
Newark, NJ 07101  
(973) 504-6390  
URL: <http://www.njconsumeraffairs.gov/medical/audiology.htm>

Department of Law and Public Safety  
Division of Consumer Affairs  
Board of Architects and Certified Landscape  
Architects  
PO Box 45001  
Newark, NJ 07101  
(973) 504-6385  
URL: <http://www.njconsumeraffairs.gov/nonmedical/architects.htm>

Department of Law and Public Safety  
Athletic Control Board  
PO Box 180  
Trenton, NJ 08625-0180  
(609) 292-0317  
URL: <http://www.nj.gov/lps/sacb/licensing.html>

Department of Law and Public Safety  
Division of Consumer Affairs  
Board of Chiropractic Examiners  
PO Box 45004  
Newark, NJ 07101  
(973) 504-6395  
URL: <http://www.njconsumeraffairs.gov/medical/chiropractic.htm>

Department of Law and Public Safety  
Division of Consumer Affairs  
Board of Medical Examiners  
Acupuncture Examining Board  
PO Box 46019  
Newark, NJ 07101  
(973) 273-8092  
URL: <http://www.njconsumeraffairs.gov/medical/acupuncture.htm>

Department of Law and Public Safety  
Division of Consumer Affairs  
Board of Cosmetology and Hairstyling  
PO Box 45003  
Newark, NJ 07101  
(973) 504-6400  
URL: <http://www.njconsumeraffairs.gov/nonmedical/coshair.htm>

Department of Law and Public Safety  
Division of Consumer Affairs  
Board of Dentistry  
PO Box 45005  
Newark, NJ 07101  
(973) 504-6405  
URL: <http://www.njconsumeraffairs.gov/medical/dentistry.htm>

Department of Law and Public Safety  
Division of Consumer Affairs  
Board of Examiners of Electrical Contractors  
PO Box 45006  
Newark, NJ 07101  
(973) 504-6410  
URL: <http://www.njconsumeraffairs.gov/nonmedical/electrical.htm>

Department of Law and Public Safety  
Division of Consumer Affairs  
Board of Medical Examiners  
Electrologists Advisory Committee  
PO Box 45041  
Newark, NJ 07101  
(973) 504-6377  
URL: <http://www.njconsumeraffairs.gov/medical/electrologist.htm>

Department of Law and Public Safety  
Division of Consumer Affairs  
Board of Medical Examiners  
Midwifery Liaison Committee  
PO Box 46018  
Newark, NJ 07101  
(973) 273-8009  
URL: <http://www.njconsumeraffairs.gov/medical/midwives.htm>

Department of Law and Public Safety  
Division of Consumer Affairs  
Board of Medical Examiners  
Perfusionist Advisory Committee  
PO Box 45049  
Newark, NJ 07101  
(973) 504-6378  
URL: <http://www.njconsumeraffairs.gov/medical/perfus.htm>

Department of Law and Public Safety  
Division of Consumer Affairs  
Board of Nursing  
PO Box 45010  
Newark, NJ 07101  
(973) 504-6503  
URL: <http://www.njconsumeraffairs.gov/medical/nursing.htm>

Department of Law and Public Safety  
Division of Consumer Affairs  
Board of Pharmacy  
PO Box 45013  
Newark, NJ 07101  
(973) 504-6450  
URL: <http://www.njconsumeraffairs.gov/medical/pharmacy.htm>

Department of Law and Public Safety  
Division of Consumer Affairs  
Bureau of Securities  
PO Box 47029  
Newark, NJ 07101  
(973) 504-3600  
URL: <http://www.njsecurities.gov/>

Department of Law and Public Safety  
Division of Consumer Affairs  
Cemetery Board  
PO Box 45036  
Newark, NJ 07101  
(973) 504-6553  
URL: <http://www.njconsumeraffairs.gov/nonmedical/cemetery.htm>

Department of Law and Public Safety  
Division of Consumer Affairs  
Burglar Alarm, Fire Alarm, and Locksmithing  
Advisory Committee  
PO Box 45042  
Newark, NJ 07101  
(973) 504-6245  
URL: <http://www.njconsumeraffairs.gov/nonmedical/firealarm.htm>

Department of Law and Public Safety  
Division of Consumer Affairs  
Hearing Aid Dispenser Examiners Committee  
PO Box 45038  
Newark, NJ 07101  
(973) 504-6331  
URL: <http://www.njconsumeraffairs.gov/medical/hearingaid.htm>

Department of Law and Public Safety  
Division of Consumer Affairs  
Home Inspection Advisory Committee  
PO Box 45043  
124 Halsey Street, 3<sup>rd</sup> Floor  
Newark, NJ 07101  
(973) 504-6460  
URL: <http://www.njconsumeraffairs.gov/nonmedical/hiac.htm>

Department of Law and Public Safety  
New Jersey Racing Commission  
PO Box 088  
Trenton, NJ 08625-0088  
(609) 292-0613  
URL: <http://www.nj.gov/oag/racing/licensing.html>

Department of Law and Public Safety  
New Jersey State Police  
Private Detective Unit  
PO Box 7068  
W. Trenton, NJ 08628-0068  
(609) 341-3426 or (609) 633-9352  
URL: <http://www.njsp.org/about/private-detective.html>

Department of Law and Public Safety  
Occupational Therapy Advisory Council  
124 Halsey Street, 6<sup>th</sup> Floor  
PO Box 45037  
Newark, NJ 07101  
(973) 504-6570  
URL: <http://www.njconsumeraffairs.gov/medical/occuptherapy.htm>

Department of Law and Public Safety  
Division of Consumer Affairs  
Regulated Business Section  
PO Box 45028  
Newark, NJ 07101  
(973) 504-6370  
URL: <http://www.njconsumeraffairs.gov/ocp/regulate.htm>

Department of Law and Public Safety  
Division of Consumer Affairs  
Office of Weights and Measures  
1261 Route 1 and 9 South  
Avenel, NJ 07001  
(732) 815-4840  
URL: <http://www.njconsumeraffairs.gov/owm.htm>

Department of Law and Public Safety  
Division of Consumer Affairs  
Orthotics and Prosthetics Board of Examiners  
PO Box 45034  
Newark, NJ 07101  
(973) 504-6445  
URL: <http://www.njconsumeraffairs.gov/medical/orthotic.htm>

Department of Law and Public Safety  
Division of Consumer Affairs  
Physician Assistant Advisory Committee  
PO Box 45035  
Newark, NJ 07101  
(973) 504-6580  
URL: <http://www.njconsumeraffairs.gov/medical/pa.htm>

Department of Law and Public Safety  
Division of Consumer Affairs  
Professional Counselors Examiners Committee  
PO Box 45044  
Newark, NJ 07101  
(973) 504-6582  
URL: <http://www.njconsumeraffairs.gov/medical/procounsel.htm>

Department of Law and Public Safety  
Division of Consumer Affairs  
Board of Accountancy  
PO Box 45000  
Newark, NJ 07101  
(973) 504-6380  
URL: <http://www.njconsumeraffairs.gov/nonmedical/accountant.htm>

Department of Law and Public Safety  
Division of Consumer Affairs  
Board of Examiners of Master Plumbers  
PO Box 45008  
Newark, NJ 07101  
(973) 504-6420  
URL: <http://www.njconsumeraffairs.gov/nonmedical/plumbers.htm>

Department of Law and Public Safety  
Division of Consumer Affairs  
Board of Examiners of Ophthalmic Dispensers and  
Ophthalmic Technicians  
PO Box 45011  
Newark, NJ 07101  
(973) 504-6435  
URL: <http://www.njconsumeraffairs.gov/medical/ophthalmic.htm>

Department of Law and Public Safety  
Division of Consumer Affairs  
Board of Medical Examiners  
PO Box 183  
Trenton, NJ 08625-0183  
(609) 826-7100  
URL: <http://www.njconsumeraffairs.gov/medical/bme.htm>

Department of Law and Public Safety  
Division of Consumer Affairs  
Board of Mortuary Science  
PO Box 45009  
Newark, NJ 07101  
(973) 504-6425  
URL: <http://www.njconsumeraffairs.gov/nonmedical/mortuary.htm>

Department of Law and Public Safety  
Division of Consumer Affairs  
Board of Optometrists  
PO Box 45012  
Newark, NJ 07101  
(973) 504-6440  
URL: <http://www.njconsumeraffairs.gov/medical/optometrist.htm>

Department of Law and Public Safety  
Division of Consumer Affairs  
Board of Physical Therapy  
PO Box 45014  
Newark, NJ 07101  
(973) 504-6455  
URL: <http://www.njconsumeraffairs.gov/medical/pt.htm>

Department of Law and Public Safety  
Division of Consumer Affairs  
Board of Professional Engineers and Land  
Surveyors  
PO Box 45015  
Newark, NJ 07101  
(973) 504-6460  
URL: <http://www.njconsumeraffairs.gov/nonmedical/pels.htm>

Department of Law and Public Safety  
Division of Consumer Affairs  
Board of Professional Planners  
PO Box 45016  
Newark, NJ 07101  
(973) 504-6465  
URL: <http://www.njconsumeraffairs.gov/nonmedical/planners.htm>

Department of Law and Public Safety  
Division of Consumer Affairs  
Board of Psychological Examiners  
PO Box 45017  
Newark, NJ 07101  
(973) 504-6470  
URL: <http://www.njconsumeraffairs.gov/medical/psycho.htm>

Department of Law and Public Safety  
Division of Consumer Affairs  
Real Estate Appraiser Board  
PO Box 45032  
Newark, NJ 07101  
(973) 504-6480  
URL: <http://www.njconsumeraffairs.gov/nonmedical/reappraisers.htm>

Department of Law and Public Safety  
Division of Consumer Affairs  
Board of Respiratory Care  
PO Box 45031  
Newark, NJ 07101  
(973) 504-6485  
URL: <http://www.njconsumeraffairs.gov/medical/respcare.htm>

Department of Law and Public Safety  
Division of Consumer Affairs  
Board of Shorthand Court Reporting  
PO Box 45019  
Newark, NJ 07101  
(973) 504-6490  
URL: <http://www.njconsumeraffairs.gov/nonmedical/shorthand.htm>

Department of Law and Public Safety  
Division of Consumer Affairs  
Board of Social Work Examiners  
PO Box 45033  
Newark, NJ 07101  
(973) 504-6495  
URL: <http://www.njconsumeraffairs.gov/medical/socialwork.htm>

Department of Law and Public Safety  
Division of Consumer Affairs  
Board of Veterinary Medical Examiners  
PO Box 45020  
Newark, NJ 07101  
(973) 504-6500  
URL: <http://www.njconsumeraffairs.gov/medical/veterinary.htm>

Motor Vehicle Commission  
Business License Compliance  
255 East State Street  
PO Box 170  
Trenton, NJ 08666-0170  
(609) 777-1684  
URL: <http://www.nj.gov/mvc>

Motor Vehicle Commission  
CDL Unit  
PO Box 685  
225 East State Street  
Trenton, NJ 08666  
(609) 292-7500  
URL: <http://www.nj.gov/mvc/Commercial>

Motor Vehicle Commission  
Business License Compliance  
Driving School Unit  
225 East State Street  
PO Box 168  
Trenton, NJ 08666-0168  
(609) 777-1683  
URL: <http://www.nj.gov/mvc/BusinessServices/DrivingSchoolInstructor.htm>

New Jersey State Library  
Thomas Edison State College  
Office of the Registrar  
101 W. State St.  
Trenton, NJ 08608-1176  
(609) 984-1180  
URL: <http://www.njstatelib.org/>

Office of Information Technology  
Office of Emergency Telecommunication Services  
PO Box 212  
Trenton, NJ 08625-0212  
(609) 777-3950  
URL: <http://www.nj.gov/911/index.shtml>

The Supreme Court of New Jersey  
Board of Bar Examiners  
PO Box 973  
Trenton, NJ 08625-0973  
(609) 984-2111  
URL: <http://www.njbarexams.org/bar1.htm>

United New York/New Jersey  
Sandy Hook Pilots Benevolent Association  
201 Edgewater Street  
Staten Island, NY 10305  
(718) 448-3900  
URL: <http://www.sandyhookpilots.com/>

Waterfront Commission of New York Harbor  
39 Broadway, 4<sup>th</sup> Floor  
New York, NY 10006  
(212) 742-9280  
URL: <http://www.wcnyh.org/lic.htm>

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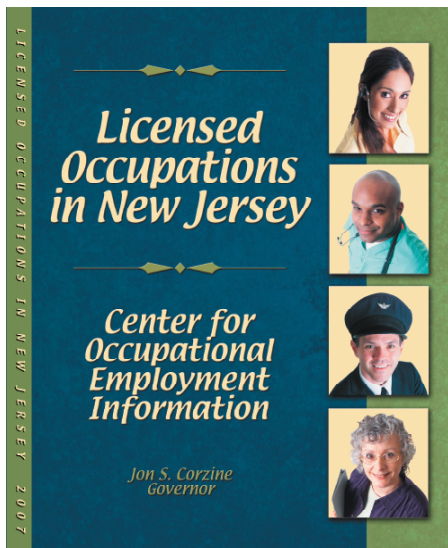
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